



# Election Judges and Clerks Handbook

*Comprehensive State Version*



**Texas Secretary of State  
Elections Division**

800-252-VOTE • 512-463-5650  
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## **Disclaimer**

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This handbook has been published as both a PDF and Word document for adaptation by Texas county election officials. The comprehensive state version (PDF), found on the [Texas Secretary of State](#) website, is the official version. Any information, practice, or procedure found in the Word version may not accurately reflect current law or recommendations of the Texas Secretary of State. Refer to the comprehensive state version (PDF) in the event that a question about the law arises.

In addition, Section 129.003 of the Texas Election Code states that direct recording electronic (DRE) voting machines must not be used in an election held after September 1, 2026, except for curbside voting purposes. See [Appendix B](#) for specific DRE processes.



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## INTRODUCTION

The Elections Division of the Office of the Secretary of State has developed this handbook which outlines polling place procedures for deputy early voting clerks, presiding judges, and election clerks. It has been updated to include changes to election laws through the Second Special Session of the 89th Texas Legislature (2025), which are noted with the following icon:



Bill Number (2025, R.S.)	Description	Texas Election Code Section
<a href="#"><u>HB 493</u></a>	Relating to ineligibility to serve as a poll watcher	33.006(b), 33.035
<a href="#"><u>HB 521</u></a>	Relating to accommodating voters with a disability; creating a criminal offense	61.003(a), 64.009, 64.0322, 85.036(a)
<a href="#"><u>SB 2217</u></a>	Relating to certain election practices and procedures	31.014, 65.057, 66.005, 66.006, 121.003, 125.0635, 127.1302, 127.133
<a href="#"><u>HB 3909</u></a>	Relating to the use of a wireless communication device at a polling place	61.014

Throughout the handbook, references are made to the appropriate section in the Texas Election Code, unless otherwise indicated. Information in *italics* relates to primary elections.

The Elections Division of the Office of the Secretary of State is open during the hours that the polls are open for voting on all uniform election dates. Answers to questions on election law and procedures may be obtained by calling the Elections Division toll-free at 800-252-VOTE or 512-463-5650.

Visit [sos.texas.gov](http://sos.texas.gov), as well as [votetexas.gov](http://votetexas.gov), for additional election information.

The Office of the Secretary of State does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.





# Chapter 1

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ELECTION RESOURCES

# Chapter At-a-Glance

## The poll worker will understand available resources and important information

Locate resources for reference, including:

- Contact information for the authority conducting the election; voter registrar, if applicable; emergencies; local law enforcement; the Elections Division of the Texas Secretary of State; and other poll workers
- Polling place hours of operation
- Emergencies in the polling place
- Elections glossary
- Election Judges and Clerks Handbook
- Poll Watcher's Guide
- Election Inspector Handbook
- Other materials developed by the Elections Division
- Materials developed by the authority conducting the election

## RESOURCES AVAILABLE AND IMPORTANT INFORMATION

### Follow Local Instructions

Across Texas, elections are administered by a diverse range of entities including counties, cities, schools, and other political subdivisions. While entities follow the same set of election laws, the practical implementation can vary. Specific procedures outlined in this handbook may differ from those provided by the authority conducting the election—when in doubt, prioritize the instructions given by the election authority.

### Important Numbers and Information

Fill in the table below to assist you during the election:

Name of Polling Place and Address:	
Phone Number for Authority Conducting the Election:	



<b>Address for Authority Conducting the Election:</b>		
<b>Phone Number for Equipment Issues:</b>		
<b>Phone Number for Voter Registration Issues:</b>		
<b>Phone Number for Polling Place Contact:</b>		
<b>Addresses for Surrounding Counties Election Offices:</b>		
<b>Phone Number for Emergencies:</b>	<b>9-1-1 if you or voters need immediate medical attention</b>	Other Number
<b>Phone Number for Local Law Enforcement:</b>		
<b>Phone Number for Elections Division of the Texas Secretary of State:</b>	800-252-VOTE or 512-463-5650	

#### Election Judge and Clerk Contact Information

Title	Name	Phone Number
<b>Deputy Early Voting Clerk/Presiding Judge</b>		
<b>Alternate Presiding Judge</b>		

Title	Name	Phone Number
Clerk		

#### Polling Place Hours of Operation

<b>Early Voting:</b>	
<b>Main Early Voting Polling Place:</b>	
<b>Other Early Voting Polling Places:</b>	
<b>Election Day:</b> <sup>1</sup>	

<sup>1</sup> If polling places will be closed during election day voting hours, the authority conducting the election must obtain a court order to extend voting hours past 7 p.m.



## Emergencies in the Polling Place

Election judges oversee clerks, voting equipment, and voters at polling places. In case of an emergency:

1. Call **9-1-1**. Follow any instructions given by emergency personnel.
2. As soon as possible, contact the authority conducting the election to inform them that an emergency has occurred. The election authority may have a specific emergency response or contingency plans. These plans should cover various unexpected situations that may require deviations from standard procedures during an election.
3. Do not risk your life or the lives of other election judges, clerks, or voters under any circumstances.

## Elections Acronyms and Glossary

**ADA:** An acronym for the “Americans with Disabilities Act.” Mandates that all facilities must be equally accessible to persons with disabilities.

**Alternate Judge/Alternate Presiding Judge:** Appointed by the authority ordering the election to serve in an election polling place on election day. Serves as a clerk unless needed to take over the role of presiding election judge in the event of that person’s inability to serve.

**Automatic Tabulating Equipment:** Equipment, other than a voting machine, that compiles vote totals by ballot sorting, ballot reading, ballot scanning, or electronic data processing.

**Ballot:** Either in paper form or electronic, the mechanism for voters to show their vote preferences.

**Ballot Style:** The designation attached to a voter’s registration record that associates them with all the governing jurisdictions in the voter’s precinct.

**BBM:** An acronym for “Ballot by Mail.” The program that allows voters who are eligible to cast a ballot through the mail.

**BMD:** An acronym for “Ballot Marking Device.” A voting machine that is not connected to the internet and marks a voter’s selections. It does not cast the voter’s ballot or keep a record of the votes cast.

**CCS:** An acronym for “Central Counting Station.” A centralized location at which ballots cast during the election are tabulated and election reports are generated based on those tabulations. The authority adopting an electronic voting system for use in an election may establish one or more central counting stations for counting the ballots if the voting system is designed to have ballots counted at a central location.

**Check-In Table:** Station where poll workers locate voter registration records, check voters in, process paperwork, and issue voters their ballots.

**Convention:** An official meeting of the delegates of a political party at which the delegates decide upon their party platform and take other party-related actions.

**County Clerk:** Administers elections at the county level, unless that county has an elections administrator.

**County Election Board:** The board established in each county for the general election for state and county officers, a special election for an officer regularly elected at the general election, and any other election ordered by a county authority or held at county expense.

**County Election Commission:** The group that appoints, monitors, and terminates a county elections administrator.

**Countywide Polling Place Program:** Also referred to as “Vote Centers.” A polling place system in which the county election precinct polling places are eliminated and instead any registered voter eligible to vote in the county-run election may vote at any polling place open on election day; similar to the way an early voting polling place is used.

**Custodian of Election Records:** The person responsible for maintaining the records from an election for the required retention period.

**Early Voting Clerk:** The early voting clerk must conduct the early voting in each election. The clerk is an officer of the election in which the clerk serves. Generally speaking, the clerk has the same duties and authority with respect to early voting as a presiding election judge has with respect to election day voting. The early voting clerk for a county election is the county clerk (or elections administrator); for city elections, it is the city secretary; and for other political subdivisions, it is a person appointed by the governing body of the political subdivision who meets certain requirements.

**Election Clerk:** People appointed by the presiding judge to assist in running the election. The presiding judge must designate the working hours of, and assign the duties to be performed by, the election clerks serving under the judge. The number of clerks who serve in each polling site is designated by the authority conducting the election.

**Electioneering:** A person commits an offense if, during the voting period and within 100 feet of an outside door through which a voter may enter the building in which a polling place is located, the person loiters or electioneers for or against any candidate, measure, or political party. The term electioneering includes the posting, use, or distribution of political signs or literature. Electioneering within the prohibited distance and time period is a Class C misdemeanor.

**EA:** An acronym for “Elections Administrator.” An appointed official who performs the election duties of the county clerk and the voter registrar.

**ED:** Also referred to as “election day.”

**EV:** An acronym for “early voting in person” or “early voting by personal appearance.” Voting conducted in person before the date of the election. Texas was the first state to offer in person early voting in the 1980s.

**EV Closeout:** When election materials are returned by at the end of the night on the last day of early voting.

**Governing Body:** The term used to describe the group of individuals elected to formulate the policy and direct the affairs of a political subdivision (e.g., city council, school board, water district board of directors).

**HAVA:** An acronym for “Help America Vote Act.” Congress passed HAVA to address problems encountered in the administration of the 2000 presidential election. HAVA encouraged state and local governments to eliminate punch-card and lever voting machines. Under HAVA, states have received \$2.9 billion since 2003 to improve their election processes. The law also established the Election Assistance Commission (EAC) to provide support to the administration of federal elections, as well as election laws and programs.

**Hotspot:** See Mifi.

**Indelible Marker:** A pencil or other writing device whose lead or ink cannot be easily or completely erased; a “No. 2” pencil is not an indelible marker and should not be used by voters to mark their ballots.



**Limited Ballot:** A registered voter who has moved from the county in which he or she is registered to a new county of residence in Texas, and who will not be registered to vote in the new county on or before election day, may be eligible to vote a limited ballot in the new county of residence. This type of ballot is only available during early voting at the main early voting polling place.

**Main Early Voting Polling Place:** The main location used to vote early in person; also used for other early voting activities such as late voting by a voter with disabilities or late voting due to a death in the family. It is usually housed in the early voting clerk's main place of business for a countywide or city election, unless use of that building is impracticable.

**Measure:** A question or proposal submitted in an election for an expression of the voters' will.

**Media Stick:** Also referred to as "USB stick," "flash drive," "thumb drive," "memory stick," and "USB." The media stick contains all the digital records of ballots cast through a ballot tabulator.

**Mifi:** Also referred to as "hotspot." A small portable router that creates a local Wi-Fi network for ePollbooks.

**Optical Scan Ballot:** A paper ballot that is marked by using an indelible marker to fill in an oval or arrow designed to be scanned through a voting system's optical scanner that reads the marked ballots.

**Overvote:** An overvote occurs when a voter votes for more than the maximum number of selections allowed in a contest. The result is that the voter's vote in the overvoted race or referendum is not included in the final tally. One example of an overvote would be voting for two candidates in a single race in which only one candidate may be selected.

**Paper Ballot:** As used by the Elections Division of the Texas Secretary of State, this term refers to a ballot that is made of paper and meant to be hand counted; not an optical scan ballot that would normally be counted using a precinct ballot counter or a centralized tabulating machine.

**Political Party:** An organized group of people with common values and goals, who try to get their candidates elected to office. The Republican Party and Democratic Party are the two major political parties in the USA today. Currently, the Green Party and the Libertarian Party are the other political parties with ballot access in Texas.

**Political Subdivision:** A county, city, or school district or any other governmental entity that: embraces a geographic area with a defined boundary; exists for the purpose of discharging functions of government; and possesses authority for subordinate self-government through officers selected by its constituents.

**Polling Place:** The room or building in which voting is being conducted. The governing body of each political subdivision authorized to hold elections must designate the location of the polling place for each of its election precincts; all polling places used in Texas must be accessible to voters with disabilities.

**Poll Watcher:** A person appointed by a candidate, political party, or political action committee to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure.

**Presiding Judge:** The presiding judge is in charge of and responsible for the management and conduct of the election at the precinct or countywide polling place on election day.

**Proposition:** The wording appearing on a ballot to identify a measure.

**Provisional Ballots:** In 2002, the Help America Vote Act required that provisional ballots be offered to any voter who declared that they are a registered and eligible voter of the precinct in which they are appearing; and any voter whose eligibility is called into question by an election officer (e.g., shown to have voted early by mail). Provisional ballots are issued when a voter is not eligible to vote a regular ballot.

**Registered Voter:** A person registered to vote in this state whose registration is effective.

**Residence Address:** The street address and any apartment number, or the address at which mail is received if the residence has no address, and the city, state, and zip code that correspond to a person's residence.

**RID:** An acronym for "Reasonable Impediment Declaration." A form that is used when checking in a voter who does not possess and cannot reasonably obtain a List A ID (photo identification) but presents a List B document (supporting identification).

**Sample Ballot:** A ballot created for distribution to voters who request one in order to view what offices and propositions are on the ballot in an upcoming election. The sample ballots must be printed on yellow paper, with "SAMPLE BALLOT" printed in large letters at the top of each sample ballot. A sample ballot may not be cast or counted in an election.

**SOR:** An acronym for "Statement of Residence." Before a voter who is otherwise qualified to vote will be accepted for voting, he/she must complete a statement of residence if: 1) there is an "S" notation next to the voter's name on the list of registered voters and the voter still resides in the county where registered; or 2) If the voter responds in the negative to the question, "Is the residence address in the list of registered voters still your correct address," but still resides in the county of registration.

**SOS:** An acronym for "Secretary of State." The Secretary of State is the chief election officer for the State of Texas. The Elections Division provides assistance and advice to election officers on the proper conduct of elections and the general public on voter registration and other election issues.

**Spoiled Ballot:** If a voter mismarks, damages, or otherwise spoils the ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to an election officer. A voter is not entitled to receive more than three ballots. An election officer must maintain a register of spoiled ballots at the polling place.

**Suspense List/S-List:** The list maintained by the county voter registrar that contains the names of voters who fail to respond to a confirmation notice, whose registration certificate is returned to the voter registrar as undeliverable (when a renewed certificate is sent to the voter), or who appears on the list provided to the registrar by a county or district clerk because the person was excused or disqualified from jury duty due to being a nonresident of the county. The list is arranged alphabetically by voter name and for each voter must contain the voter's name, residence address (with some exceptions for certain judges and their spouses), date of birth, registration number, and date the name is entered on the list. The names are grouped according to county election precincts. A voter on the S-List must complete a Statement of Residence (SOR) before being allowed to vote.

**Undervote:** An undervote occurs when the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest or when no selection is made for a single choice contest.

**Vote Center:** See Countywide Polling Place Program.



**Voter Registrar:** The county tax assessor-collector is the voter registrar for the county unless the position of county elections administrator is created or the county clerk is designated as the voter registrar.

**Voting Booth:** A small enclosure in which a person votes.

**Voting System:** A method of casting and processing votes that is designed to function wholly or partly by use of mechanical, electromechanical, or electronic apparatus and includes the procedures for casting and processing votes and the programs, operating manuals, tabulating cards, printouts, and other software necessary for the system's operation.

**VUID:** An acronym for "Voter Unique Identification Number." A voter's voter registration number.

## SIMPLE SPANISH PHRASES

Welcome.	Bienvenido.
Do you speak English?	¿Habla usted Inglés?
Do you need an interpreter?	¿Necesita intérprete?
Please wait just a moment while I call the elections office for help.	Por favor espere un momento mientras llamo a la oficina electoral para solicitar ayuda.
What is your current address?	¿Cuál es su dirección actual?
Have you moved?	¿Te has mudado?
You are not eligible to vote in this election.	Usted no es elegible para votar en esta elección.
You are not at the correct polling place.	No estás en el lugar de votación correcto.
Please fill out this form.	Por favor llene este formulario.
Please sign here.	Por favor firme aquí.
Here is your access code.	Aquí está tu código de acceso.
This is your precinct and ballot style.	Éste es su distrito electoral y estilo de boleta.
Please let me know if you have any questions.	Por favor dígame si tiene alguna pregunta.

## Texas Secretary of State Resources

### *Poll Watcher's Guide*

The guide is intended to be a reference about the rights and responsibilities of poll watchers. The integrity of elections is a concern of all citizens, and although poll watchers may represent particular candidates, political parties, or specific-purpose political action committees, their main interest is in the conduct of a fair and honest election. View the [Poll Watcher's Guide](#) for additional information.

### *Election Inspector Handbook*

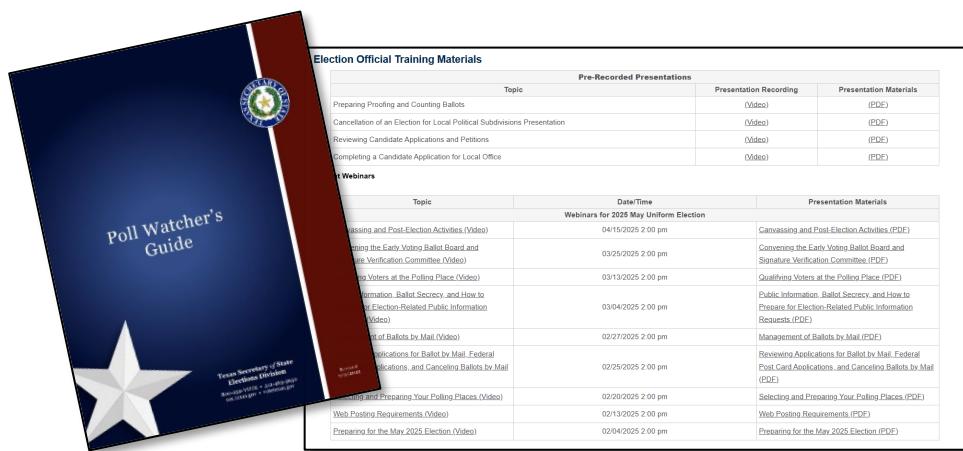
The handbook is designed as a comprehensive reference for all election inspectors. It outlines the core duties that inspectors must fulfill, while also setting clear expectations. View the [Election Inspector Handbook](#) for additional information.

### *Other Materials Developed by the Elections Division*

The Training and Education Resources webpage serves as a hub for election-related materials. Poll workers can find training materials and information on voter education outreach, Election Law Seminars, and law enforcement personnel involved in election security. Visit the [Training and Education Recourses](#) webpage for additional training materials.

## **Other Training Materials Developed by the Authority Conducting the Election**

Thoroughly review all training materials developed by the authority conducting the election. This may include handbooks, manuals, videos, and online resources. Understanding these materials ensures consistent application of procedures and compliance with the Texas Election Code.



Election Official Training Materials			
Pre-Recorded Presentations			
Topic	Date/Time	Presentation Recording	Presentation Materials
Preparing, Proofing and Counting Ballots	04/15/2025 2:00 pm	(Video)	(PDF)
Cancellation of an Election for Local Political Subdivisions Presentation	04/15/2025 2:00 pm	(Video)	(PDF)
Reviewing Candidate Applications and Petitions	04/15/2025 2:00 pm	(Video)	(PDF)
Completing a Candidate Application for Local Office	04/15/2025 2:00 pm	(Video)	(PDF)

Webinars			
Topic	Date/Time	Presentation Materials	
Webinars for 2025 May Uniform Election			
Preparing and Post-Election Activities (Video)	04/15/2025 2:00 pm	Canvassing and Post-Election Activities (PDF)	
Managing the Early Voting Ballot Board and Signature Verification Committee (Video)	03/25/2025 2:00 pm	Convening the Early Voting Ballot Board and Signature Verification Committee (PDF)	
Qualifying Voters at the Polling Place (Video)	03/19/2025 2:00 pm	Qualifying Voters at the Polling Place (PDF)	
Public Information, Ballot Secrecy, and How to Prepare for Election-Related Public Information Requests (Video)	03/04/2025 2:00 pm	Public Information, Ballot Secrecy, and How to Prepare for Election-Related Public Information Requests (PDF)	
Management of Ballots by Mail (Video)	02/27/2025 2:00 pm	Management of Ballots by Mail (PDF)	
Reviewing Applications for Ballot by Mail, Federal Post Card Applications, and Cancelling Ballots by Mail	02/25/2025 2:00 pm	Reviewing Applications for Ballot by Mail, Federal Post Card Applications, and Cancelling Ballots by Mail (PDF)	
Selecting and Preparing Your Polling Places (Video)	02/20/2025 2:00 pm	Selecting and Preparing Your Polling Places (PDF)	
Web Posting Requirements (Video)	02/13/2025 2:00 pm	Web Posting Requirements (PDF)	
Preparing for the May 2025 Election (Video)	02/04/2025 2:00 pm	Preparing for the May 2025 Election (PDF)	









# Chapter 2

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PRIOR TO THE ELECTION

# Chapter At-a-Glance

## The poll worker will understand the procedures for their appointment and responsibilities

- Recognize the statutes and requirements for appointing deputy early voting clerks, presiding judges, and election clerks.
- Recognize the responsibilities and duties of deputy early voting clerks, presiding judges, and election clerks.

## STATUTES AND REQUIREMENTS FOR APPOINTING DEPUTY EARLY VOTING CLERKS, PRESIDING JUDGES, AND ELECTION CLERKS

### Deputy Early Voting Clerks

If the county clerk/elections administrator or city secretary serves as the early voting clerk, they may appoint deputy early voting clerks once an election is ordered. To be eligible, a deputy early voting clerk:

- Must be a qualified voter of the county, if appointed by the county clerk/elections administrator; or of the city, if appointed by the city secretary.
- May be a qualified voter of any territory, if they are a permanent employee of a political subdivision.
- Cannot be employed by a candidate, unless the early voting clerk is the county clerk who is a candidate.
- Must meet all other requirements of an election judge.

The county clerk or city secretary, if they are the early voting clerk, or authority appointing early voting clerk for other elections must complete the [Designation of Deputy Early Voting Clerk](#) (Form 4-13) prior to assumption of duties by the deputies.

4-13  
Proposed by Board of State  
Elections, Texas Election Code  
9/2023

DESIGNATION OF DEPUTY EARLY VOTING CLERK

I, \_\_\_\_\_, the early voting clerk for the \_\_\_\_\_ election conducted by \_\_\_\_\_, do hereby designate the following persons as deputy early voting clerks for the above named election. The named persons are hereby authorized to perform any duties which are assigned to me in the performance of conducting early voting.

Names of Deputy Early Voting Clerks

\_\_\_\_\_  
Signature of Early Voting Clerk or  
Appointing Authority

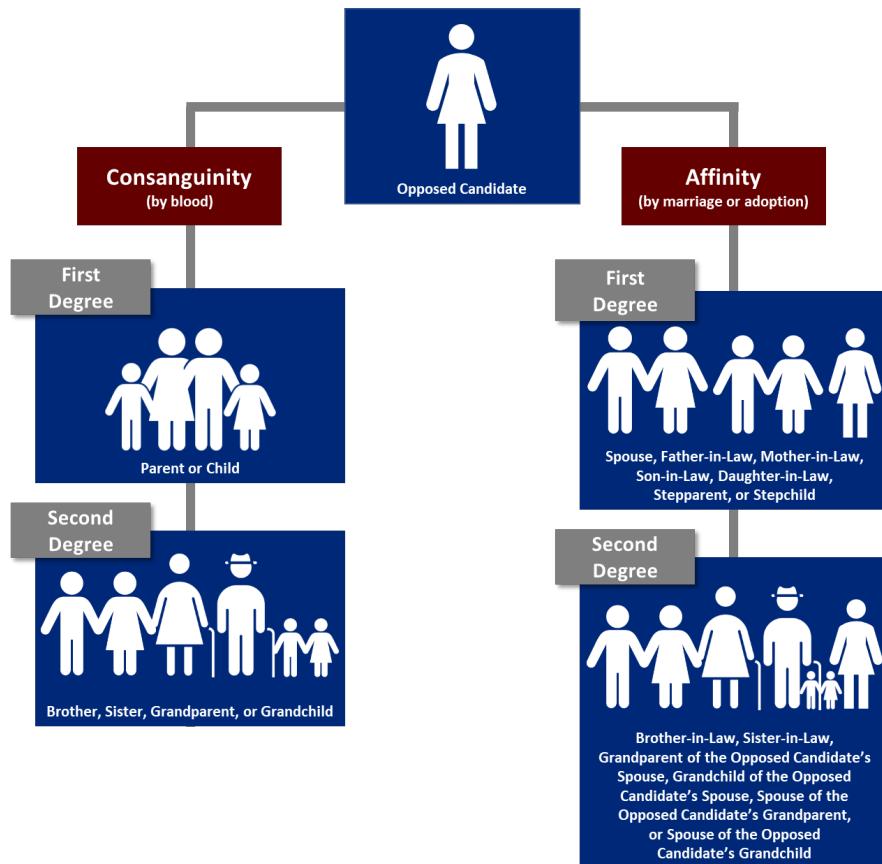
### Presiding Judges

To serve as a presiding judge, a person must be a qualified voter in the precinct they wish to serve, or if unavailable, qualified voters from the political subdivision may be considered, though additional requirements might apply. Political subdivision employees are permitted to serve as judges, provided no legal or practical conflict of interest arises. A presiding judge **cannot**:

- Be a candidate running for a contested office on election day and appear on the ballot in that precinct.



- Be related within the second degree by consanguinity or affinity (blood or marriage) to an opposed candidate (see figure below).<sup>2</sup>
- Be an employee of an opposed candidate on the ballot.
- Be a campaign manager or treasurer.
  - Serving in any other campaign role is also discouraged for election judges and clerks.
- Hold elective public office.
- Have been convicted of a felony or election offense.



It is highly recommended to appoint the presiding judges by the deadline for ordering the election. This ensures that the judges are prepared and ready to oversee the election process efficiently. It is imperative to adhere to this timeline to avoid any disruptions or delays in the election process.<sup>3</sup> Presiding judges generally affiliate with the party holding the primary election. Judges must be capable of performing required duties, such as maintaining order and assisting voters, without engaging in disruptive or partisan activities.

<sup>2</sup> A relationship is considered second degree based on definitions provided in [Chapter 573, Texas Government Code](#). **Brother-in-Law** means brother of the opposed candidate's spouse or spouse of the candidate's sister. **Sister-in-Law** means sister of the opposed candidate's spouse or spouse of the candidate's brother.

<sup>3</sup> See the Secretary of State's [election advisory on appointment procedures for presiding judges, alternate judges, and election clerks](#) for additional information.

The following prescribed appointment and writ of election forms are available on the Secretary of State's website:

- [Sample Order of Appointment of Election Judges and Alternates](#) (Form 4-15)
- [Notification of Appointment as Judge](#) (Form 4-16)
- [Writ of Election](#) (Form 4-17)
- [Writ of Election for General Election for State and County Officers](#) (Form 4-18)

## **Election Clerks**

To serve as an election clerk, a person must be a qualified voter of the county in a countywide election ordered by the governor or a county authority, or of the political subdivision, in an election ordered by an authority of a political subdivision other than a county for a single election. Political subdivision employees are permitted to serve as election clerks, provided no legal or practical conflict of interest arises. Election clerks **cannot**:

- Be a candidate running for a contested office on election day and appear on the ballot in that precinct.
- Be related within the second degree by consanguinity or affinity (blood or marriage) to an opposed candidate (see figure above).
- Be an employee of an opposed candidate on the ballot.
- Be a campaign manager or treasurer.
  - Serving in any other campaign role is also discouraged for election judges and clerks.
- Hold elective public office.
- Have been convicted of a felony or election offense.

For election day, the presiding judge is responsible for appointing the alternate presiding judge as one of the clerks. The authority responsible for appointing deputy early voting clerks or presiding judges is also responsible for prescribing the maximum number of election clerks that each judge may appoint.<sup>4</sup>

Location	Number of Clerks	Roles
<b>Early Voting Polling Place</b>	<ul style="list-style-type: none"><li>• Recommended two per early voting polling place</li><li>• No maximum; appoint number of deputies necessary to conduct early voting</li></ul>	<ul style="list-style-type: none"><li>• Early Voting Clerk</li><li>• Deputy Early Voting Clerk</li></ul>
<b>Election Day Polling Place</b>	<ul style="list-style-type: none"><li>• Minimum of three per polling place</li><li>• Maximum number of clerks set by appointing authority</li></ul> <p><small>*A home-rule charter may provide for fewer than 3 persons</small></p>	<ul style="list-style-type: none"><li>• Presiding Judge</li><li>• Alternate Judge/Clerk</li><li>• Election Clerks</li></ul>

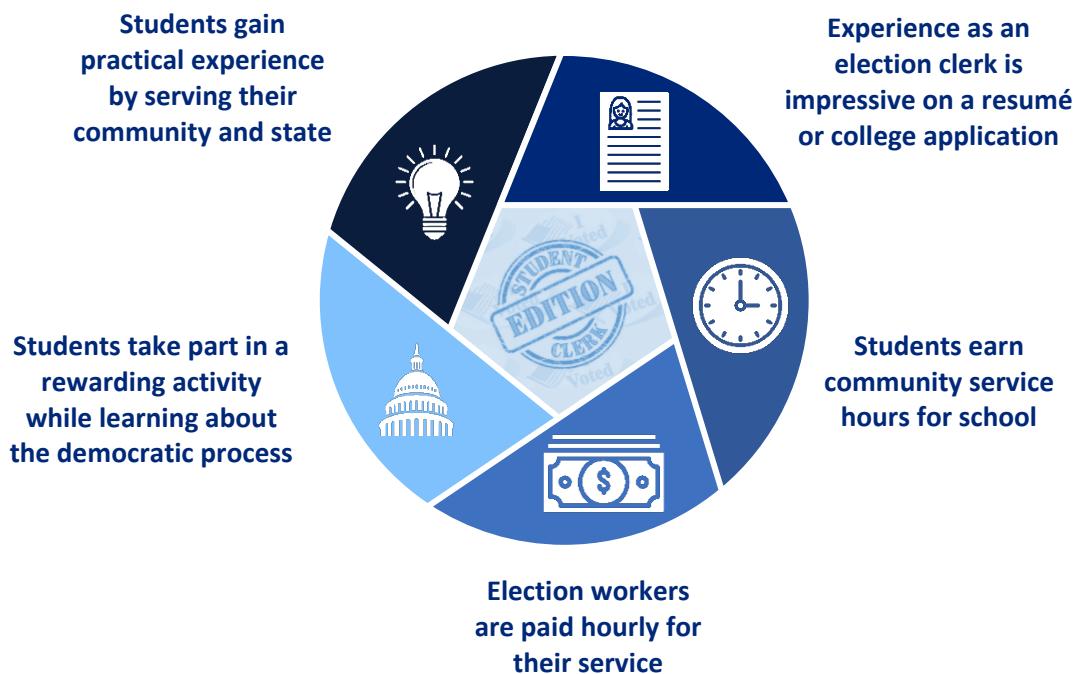
<sup>4</sup> See the Secretary of State's [Handbook for Early Voting Clerks](#) for additional information regarding appointment procedures.



An election judge is required to make a reasonable effort to appoint a sufficient number of bilingual election clerks. Should a polling place not have enough bilingual clerks, the authority appointing election judges must appoint at least one bilingual clerk to serve at a central location to assist voters.

### Student Early Voting Clerks and Student Election Clerks

This program is designed to provide students with a greater awareness of the electoral process and the rights and responsibilities of voters. Some benefits of serving as a student early voting clerk or student election clerk include:



The early voting clerk may appoint student early voting clerks as necessary to assist the early voting clerk. The student early voting clerk or student election clerk must complete any training course required by the authority conducting the election. Not more than **two** student election clerks may serve at a precinct polling place, and not more than **four** student election clerks may serve at any countywide polling place.

To serve as a student early voting clerk or student election clerk, he or she must:

- Be at least 16 years of age on election day;
- Be enrolled in a public, private, or qualified home school;
- Be a U.S. citizen;
- Have consent of his/her parent or legal guardian to work the election;
- Have consent of his/her school principal (or parent/legal guardian for home-schooled students); and
- Complete any required election worker training program.<sup>5</sup>

<sup>5</sup> Visit the Secretary of State's [Student Election Clerk Information](#) webpage for additional information.

[Secs. 32.002, 32.031, 32.032, 32.033, 32.034, 32.0511(b)(2), 83.032, 83.002, 83.012, 83.033, 83.007(b), 272.009; Sec. 573.061, Tex. Gov't Code; 52 U.S.C. Secs. 10303(f)(4), 10503]

## RESPONSIBILITIES AND DUTIES OF DEPUTY EARLY VOTING CLERKS, PRESIDING JUDGES, AND ELECTION CLERKS

### Deputy Early Voting Clerks

The deputy early voting clerk is responsible for performing various duties assigned by the early voting clerk. Duties and tasks are similar to those of a presiding judge.

### Presiding Judges

Presiding judges are crucial figures at polling places, acting as key decision-makers. They oversee the entire election process at their location, ensuring compliance with election laws and resolving any issues that may arise. Their responsibilities include:

- Supervising the setup and closing of the polling place;
- Managing voter flow and maintaining order;
- Addressing complex voter issues; and
- Completing and submitting detailed documentation.

Before hiring election clerks, contact the authority conducting the election. If the county participates in the Countywide Polling Place Program, vote centers serve all voting precincts within the county. Therefore, clerks are not required to reside in a specific precinct, but they must be registered voters within the county.

### Hours and Work Assignments

Before each election, presiding judges must contact the alternate presiding judge and all election clerks to review work schedules and assignments. They should also confirm availability and remind clerks to arrive at the time specified by the authority conducting the election (unless split shifts are permitted, in which case clerks should arrive at their scheduled time).

The authority conducting the election may authorize shift work for some election clerks, allowing them to leave before polls close. If ballots are hand-counted, clerks cannot leave after counting begins, except for temporary breaks. Similarly, some clerks may be permitted to start after polls open. Presiding judges can approve temporary absences for meals or other necessities, but must treat clerks uniformly in managing work hours, duties, and breaks.

### Election Hours

*Remember:* Polls are open on election day from 7 a.m. to 7 p.m. Contact the authority conducting the election regarding your specific scheduled hours. Poll workers must remain at the polling place until the last voter in line by 7 p.m. votes and all voting equipment has been packed away.

[Secs. 32.072, 32.073]



## Election Clerks

The presiding judge must appoint the alternate presiding judge as one of the election clerks. Judges rely on clerks for assistance in running elections at polling places. The following outlines some duties that clerks are permitted to perform, as well as those actions that are prohibited:

To Do	Not to Do	Key Takeaways
<ul style="list-style-type: none"><li>• Set up and close polling place</li><li>• Welcome and check in voters and verify their eligibility</li><li>• Provide voters with the correct ballot</li><li>• Answer basic voter questions and concerns</li><li>• Maintain accurate records</li><li>• Complete your paperwork daily</li><li>• Maintain peace and quiet so as not to distract voters</li></ul>	<ul style="list-style-type: none"><li>• Engage in any type of electioneering</li><li>• Argue with election judge or other clerks, poll watchers and especially not voters</li><li>• Intimidate voters</li><li>• Minimize voter's concerns</li></ul>	<ul style="list-style-type: none"><li>• Working at the polls should be a pleasant experience, and voting should be a pleasant experience for everyone</li><li>• It is important that voters are able to vote free of any distractions and influence</li><li>• Voters are why we are here and should be made to feel welcome by you</li></ul>

[Secs. 32.031, 32.032, 83.001, 83.002, 83.003]





# Chapter 3

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**GENERAL POLICIES**

# Chapter At-a-Glance

<b>The poll worker will understand the procedures for keeping a professional atmosphere in a polling place</b>
<input type="checkbox"/> Identify the list of persons who must wear identification at the polling place.
<input type="checkbox"/> Describe the rules and restrictions on electioneering in the vicinity of the polling place.
<input type="checkbox"/> Identify the rules and restrictions on sound amplification devices in the vicinity of the polling place.
<input type="checkbox"/> Describe the rules and regulations on electioneering on clothing or other items in the polling place.
<input type="checkbox"/> Identify the prohibition on influencing a voter and revealing information.
<input type="checkbox"/> Describe the policies on the use of cell phones and other wireless communication devices in the polling place.
<input type="checkbox"/> Identify the procedure for written materials at the polling place.
<b>The poll worker will understand the limited list of persons that are permitted to be in a polling place</b>
<input type="checkbox"/> Identify the persons who are allowed in a polling place.
<input type="checkbox"/> Identify the permission and limitations of a candidate at a polling place.
<input type="checkbox"/> Describe the rules regarding assistants and interpreters.
<input type="checkbox"/> Describe the rules regarding poll watchers.
<input type="checkbox"/> Describe the rules regarding election inspectors.
<input type="checkbox"/> Describe the rules regarding law enforcement.
<b>The poll worker will understand etiquette and assistance guidelines for interacting with voters</b>
<input type="checkbox"/> Describe etiquette for interacting with people with disabilities.
<input type="checkbox"/> Identify conflict resolution and de-escalation techniques.

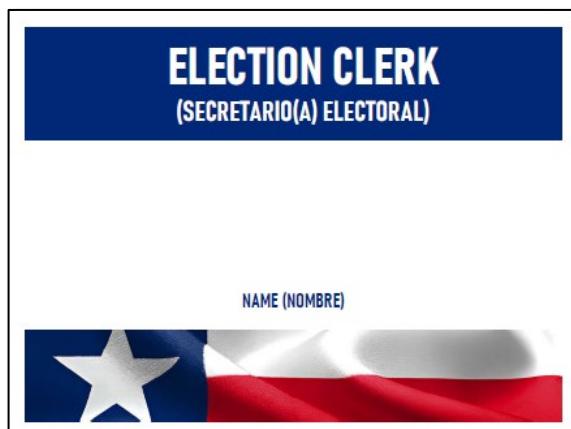


## IDENTIFICATION

An election judge, election clerk, state election inspector, poll watcher, certified peace officer, or special peace officer appointed by an election judge to serve at a polling place, must wear a tag or official badge that indicates their name and title or position while on duty. An election judge must issue identification following administration of any oaths (see [Chapter 4](#)). If no name tags are in your election kit (or other supply bag), contact the authority conducting the election or you may make your own.<sup>6</sup>



[Name Badge for Election Judges](#)  
(Form 7-4)



[Name Badge for Election Clerks](#)  
(Form 7-5)

[Secs. 33.051(f), 61.003, 61.010, 62.003(c)]

## ELECTIONEERING OR LOITERING

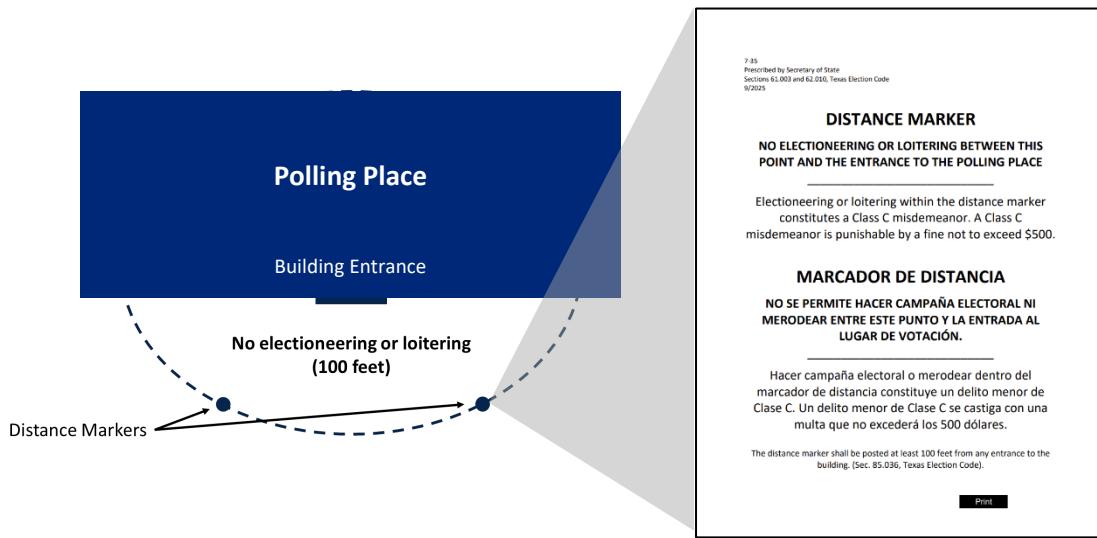
Each polling place must be organized with [distance markers](#) (Form 7-35) posted **100 feet surrounding outside entrances to the building**. During the voting period and inside this protected area, it is prohibited to electioneer or loiter, including expressing preference for or against any candidate, measure, or political party, regardless of whether they are or are not on the ballot, or relating to the conduct of an election.

While an early voting clerk or presiding judge has the authority to ensure that electioneering is not occurring within the distance set by the 100-foot marker, they may not enforce electioneering provisions outside of the 100-foot marker. Exit polling without electioneering is permissible outside the polling place but within the distance markers. However, an election judge has discretion to tell persons conducting exit polls to go beyond the distance markers if their activities are disruptive to voters. A candidate seeking petition signatures may not do so within the distance markers. If you have questions as to what constitutes electioneering, contact the authority ordering the election or the Office of Secretary of State.

See the Secretary of State's [election advisory on certain activities in vicinity of polling places](#) for additional information.

[Secs. 32.075, 61.003, 61.010(a), 81.002, 85.036]

<sup>6</sup> Visit the Secretary of State's [Elections Form Index](#) for other sample badges.



## SOUND AMPLIFICATION DEVICES

It is prohibited to use a sound amplification device (e.g., bullhorn, speaker system) for the purpose of making a political speech or electioneering for or against any candidate, measure, or political party within **1,000 feet of the polling place**. Although the enforcement authority is limited to the 100-foot area, an election judge may address a violation of the law if the sound is heard within the 100-foot area. An election judge may contact law enforcement to enforce the law on sound amplification devices. A violation is a Class C misdemeanor.

[Secs. 61.004, 81.002]



## ELECTIONEERING ON CLOTHING OR OTHER ITEMS

A person may not wear apparel, a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party, regardless of whether they are or are not on the ballot.

[Sec. 61.010]

## INFLUENCING A VOTER AND REVEALING INFORMATION

A person may not indicate by sign, gesture, symbol, word, or writing to any voter how he or she should vote. This applies to interpreters, assistants, poll watchers, inspectors, and any other persons. A violation is a Class B misdemeanor.

In addition, an election judge, poll watcher, or other person serving at a polling place in an official capacity may not reveal any of the following information while the polls are open:

- The names of voters who have or have not voted in the election;
- The number of votes cast that have been received for candidates and/or for or against propositions; and
- A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Unlawfully revealing the above information is a Class A misdemeanor.

[Secs. 33.058(a), 61.006, 61.007, 61.008, 64.034]

### Voter Intimidation

Any activity that is reasonably calculated to instill fear and compel a prospective voter to vote against his or her preferences or to not vote at all is against the law. Some examples of voter intimidation include:



Interfering with or blocking access to polling places



Direct confrontation with voters



Harassing or aggressively questioning a voter's qualifications to vote



Photographing, recording, or videotaping voters without permission



Treating a voter differently based on disability, race, ethnicity, national origin, language, or religion



Spreading false or misleading election information



Following voters to, from, or within a polling place



Brandishing weapons or using violence or threats to interfere with the right to vote

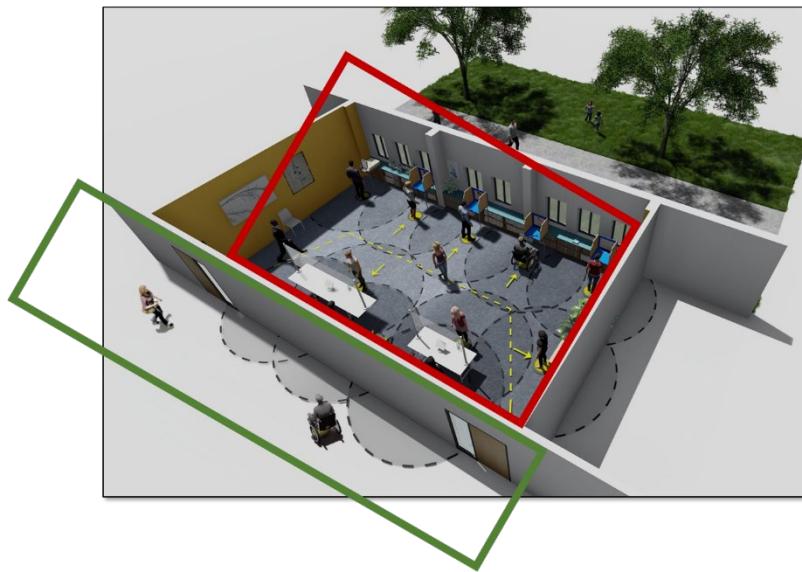
## USE OF CERTAIN DEVICES IN A POLLING PLACE

A person may not use a wireless communication device **within a room** in which voting is taking place. In addition, any mechanical or electronic means of recording sound or images are prohibited within **100 feet of a voting station**.<sup>7</sup> The presiding judge has discretion to determine whether a wireless communication device is being used to record sound or images.

Taking pictures inside a polling place is prohibited. Election officers and persons employed in the building where the polling place is located may use cell phones to conduct their official duties. Equipment necessary to run the election may also be used.



The early voting clerk and presiding judge have the authority to require persons to deactivate any such devices and further authority to require persons who do not comply to leave after being permitted to vote. An election judge may require a person who violates the Texas Election Code to turn off the device.



### GREEN ZONE PHONE USE

#### Acceptable:

- Looking up ballot
- Texting
- Checking email
- Making phone calls

#### Not Acceptable:

- Video recording
- Audio recording
- Taking photos

### RED ZONE PHONE USE

- Must be put away and out of sight

A provision of the Texas Election Code may not be interpreted to prohibit or limit the right of qualified voters with disabilities to request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the person is entitled to request under federal or state law.

Advances in technology have enabled cell phones, tablets, and other wireless communications devices to assist voters with disabilities. As an example, a voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an election officer. While this situation is not expressly addressed in law, election officers may use their authority to allow a voter to utilize these programs/applications at their discretion.

<sup>7</sup> HB 3909 (2025, R.S.) amended Section 61.014 of the Texas Election Code regarding the use of a wireless communication device in a polling place.

See the Secretary of State's [election advisory on certain activities in vicinity of polling places](#) for additional information regarding voters with disabilities who use assistive devices.

[Secs. 1.022, 33.006, 61.014, 62.0111, 81.002]

## Security Cameras

Security cameras are recording devices. Many buildings available to use as polling places have existing security cameras. To ensure voter privacy, these cameras should be turned off if possible. If deactivation is not possible, it is crucial to ensure cameras do not record voting areas. Simply redirecting voting equipment is insufficient. The Secretary of State recommends that cameras have no view of voting equipment at all. Separately, audio recording is a significant concern and should be disabled during voting hours if technically possible.

## WRITTEN MATERIALS

Voters are allowed to bring written materials into voting booths to assist them in casting their ballot. However, it is important to remember that the prohibition on electioneering within 100 feet of the polling place applies to written materials. Election judges and early voting clerks may use their discretion in determining if a voter is electioneering for or against any candidate, measure, or political party through the use of written materials. Election judges or clerks should periodically check each voting booth and common areas of the polling place for written materials pertaining to the election that may have been discarded and remove them from the sight of voters.

## *Voter and Candidate Guides*

[Chapter 62](#) outlines all of the required postings in polling places. Anything not detailed in that chapter would be unauthorized. It is a Class C misdemeanor if election officers post unauthorized signs, cards, posters, or other similar material. This means that voter guides are not an authorized posting in a polling place. If voters have questions regarding ballot content, election officers may direct voters to review the sample ballots provided, but cannot provide or make available any specific voter or candidate guide. Although voter guides are not an authorized posting in a polling place, voters can bring written materials into voting booths to assist them in casting their ballot, as referenced above.

## *Distribution of Voter Registration Applications in a Polling Place*

As previously addressed, any forms and signs used in polling places must be authorized by statute. There is no authority in the Texas Election Code that would permit blank, generic voter registration applications to be posted or distributed at a polling place. The Texas Election Code authorizes two specific types of voter registration applications to be provided in a polling place election kit—Statement of Residence (Form 21-6) and Affidavit of Provisional Voter Envelope (Form 9-5)—and offers a statutory path for the submission of these forms. The law does not provide a mechanism for delivering a generic voter registration application to the voter registrar.

[Secs. 61.011, 63.0011, 63.011, 66.0241]

WRITE YOUR TEXAS COUNTY OF RESIDENCE IN THE BOX ON THE BACK SIDE, THEN, FOLD AND MOISTEN SHUT TO SEAL	
<b>TEXAS VOTER REGISTRATION APPLICATION</b> Instructions Instructions for the use of this voter registration form <b>Register to vote</b> With this application, you can register to vote in Texas, change your voter registration information, or request a replacement voter certificate. <b>Qualifications</b>  Call your voter registrar  Visit most Texas government websites  This voter registration form is good for use in all 254 counties in Texas. <b>Este formulario está disponible en español. Para llenar y enviar este formulario, imprímelo en su computadora y envíelo en español.</b> <b>Dignity</b> 1 Are you a citizen of the United States of America? <input type="radio"/> Yes <input checked="" type="radio"/> No  <b>1</b> Are you 18 years of age or older on or before election Day? <input type="radio"/> Yes <input checked="" type="radio"/> No  <b>1</b> Are you registered to vote in this election? <input type="radio"/> Yes <input checked="" type="radio"/> No  <b>1</b> Are you registered to vote in this election? <input type="radio"/> Yes <input checked="" type="radio"/> No <b>Check the box below if you are requesting a voter certificate to vote</b> 2 <input type="checkbox"/> New Application  <b>2</b> <input type="checkbox"/> Request a replacement certificate  <b>2</b> <input type="checkbox"/> Change of Address, Name, or Other Information <b>Voter Information</b> First Name _____ Middle Name (if any) _____ Last Name (include suffix, Jr., Sr., III) _____ Former Name (if any) _____ Date of Birth (MM/DD/YY) _____  <b>3</b> _____  _____ Number and street (if none, describe where you live) _____  <b>4</b> _____  <b>4</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____ <b>5</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____ <b>Residence</b> Do I live in a Rural feeder or Suburban Mailing address Skip if same as residence <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____  <b>6</b> _____ 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# ACTIVITIES IN VICINITY OF POLLING PLACES

The Texas Election Code includes specific rules governing activities around polling places. These laws aim to prevent voter intimidation and protect Texans from undue influence as they approach, enter, and exit polling places.

## ELECTIONEERING OR LOITERING

During elections, electioneering and loitering are prohibited within the **100-foot** zone marked by distance markers around polling place entrances, which includes expressing preferences for or against candidates, measures, or political parties (regardless of whether they are on the ballot), or relating to the conduct of an election.

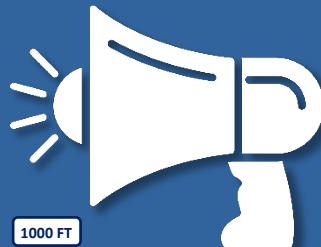


## ELECTIONEERING ON CLOTHING OR OTHER ITEMS

Wearing apparel, badges, insignia, emblems, or other similar communicative devices relating to a candidate, measure, or political party (regardless of whether they are on the ballot) is **not permitted**.



## SOUND AMPLIFICATION DEVICES



Within **1,000 feet** of a polling place, a person may not use a sound amplification device, such as a bullhorn or speaker system, for the purpose of electioneering for or against any candidate, measure, or political party.

## WRITTEN MATERIALS

While voters are permitted to bring written materials into the voting booth for assistance; voter/candidate guides and voter registration applications are **not allowed** to be posted or distributed at a polling place.



## USE OF CERTAIN DEVICES

A person may not use a wireless communication device **within a room** in which voting is taking place.



In addition, any mechanical or electronic means of recording sound or images is **prohibited** within **100 feet** of a voting station.

## INFLUENCING A VOTER & REVEALING INFORMATION

A person may not indicate to a voter how he/she should vote. In addition, the names of voters who have/have not voted, vote counts for candidates/propositions, and a candidate's position during tabulation is not permitted to be revealed.



**CONTACT THE AUTHORITY CONDUCTING THE ELECTION IF YOU HAVE QUESTIONS ABOUT WHAT CONSTITUTES ELECTIONEERING.**



## PEOPLE PERMITTED IN A POLLING PLACE

The following people are legally permitted to be inside polling places:

- An election judge or election clerk
- A poll watcher
- The Secretary of State
- An election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Texas Election Code
- A state inspector
- A voting system technician
- A person admitted to vote
- A child under 18 years of age who is accompanying a parent who has been admitted to vote
- A person providing assistance to a voter
- A person accompanying a voter who has a disability
- A special peace officer appointed by the presiding judge
- The county chair of a political party conducting a primary or primary runoff election
- The county election officer, as necessary to perform tasks related to the administration of the election
- A person whose presence has been authorized by the presiding judge in accordance with the Texas Election Code

*Note:* Allow first responders in the polling place if there is a medical emergency or law enforcement personnel if there is a threat situation. The authority conducting the election may provide you with emergency procedures if you have to evacuate the polling place. There are certain situations where other personnel may have to access the polling place. Contact the authority conducting the election if a situation occurs.

[Secs. 31.091, 32.075, 61.001(a-1), 61.032, 64.032, 125.010, 172.1113]

## CANDIDATES

Candidates are prohibited from being in a polling place for any reason other than voting, official business in the polling place, or assisting a voter upon the voter's request. Exceptions exist if the candidate is not in plain view or hearing of voters in the voting area, or in an area where persons are being accepted for voting, and is not engaged in campaign activities. A violation is a Class C misdemeanor.

[Sec. 61.001]

## ASSISTANTS AND INTERPRETERS

A voter's chosen assistant or interpreter must be permitted to serve regardless of the:

- Fact that the assistant/interpreter has already assisted or interpreted other voters;
- Residence of the assistant/interpreter;
- Citizenship of the assistant/interpreter;
- Voter registration status of the assistant/interpreter;
- Age of the assistant/interpreter; or

- Fact that an election judge or clerk may speak the same language in which the voter is communicating.

A voter's chosen assistant or interpreter does not have to be a registered voter. However, an interpreter appointed by an election officer must be a registered voter of the county in which the voter needing interpreting resides or a registered voter of an adjacent county.

Voters May Be Assisted/Interpreted By	Voters May Not Be Assisted/Interpreted By
Any person the voter chooses who is not an election officer	His or her employer
One election officer during early voting	An agent of his or her employer
Two election officers on election day	An officer or agent of his or her union

### Assistants

Voters seeking assistance are not required to provide proof of disability. Assistance can occur not only at check-in but also in the voting booth. Procedurally, when a voter opts for assistance from a person they have chosen, an election officer must administer the [Oath of Assistance](#) (Form 7-63) to the voter's chosen assistant. Election officers who assist a voter must complete an [Election Worker Assistance Sheet](#) (Form 7-67).<sup>8</sup>



Additionally, specific guidelines apply when election officers assist a voter, particularly in general elections for state and county officers. In such cases, each officer must be aligned with a different political party unless there are not two or more election officers serving the polling place who are aligned with different parties.<sup>9</sup> Furthermore, an election officer assisting a voter must ask if he or she desires to have the entire ballot read aloud. If the voter requests this, the person rendering assistance, whether an election officer or the voter's chosen assistant, must read the complete ballot. When two election officers assist a voter, the entire ballot must also be read unless the voter explicitly indicates a desire to vote only on specific offices or measures.

Poll watchers and inspectors may observe any assistance offered by election officers, including marking a voter's ballot. However, only a poll watcher may inspect that ballot before it is cast to verify it matches the voter's stated wishes. Poll watchers and inspectors are not permitted to observe a voter's ballot being marked if it is being marked by the voter's chosen assistant.

<sup>8</sup> HB 521 (2025, R.S.) amended Section 64.0322 of the Texas Election Code regarding assistance by an election officer.

<sup>9</sup> It is recommended that one of the two election officers rendering assistance be the election judge.

## Oath of Assistance (Form 7-63)

An election officer must administer the oath to a voter's chosen assistant. The assistant must raise their right hand and repeat the oath aloud and complete the form prior to rendering assistance.

<small>7-63 Prescribed by Secretary of State Sections 64.0322, 64.034, Texas Election Code 9/2023</small>		Type of Election	Polling Location
		Date of Election	Authority Conducting Election
<b>OATH OF ASSISTANCE</b>			
<small>Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." Juramento de la Persona Asistiendo al Votante: "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representa que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."</small>			
Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)
1			Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)
2			Yes      No
3			Yes      No
4			Yes      No
5			Yes      No
6			Yes      No
7			Yes      No
8			Yes      No
9			Yes      No
10			Yes      No
<small>The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.</small>			
<small>Instructions:</small> <ol style="list-style-type: none"> <li>1. Administer the Oath of Assistance to the Assistant.</li> <li>2. The Assistant must repeat the Oath aloud and complete the form for each voter assisted.</li> <li>3. Instruct the Assistant to:           <ol style="list-style-type: none"> <li>a. Sign the form</li> <li>b. Print his or her name</li> <li>c. Provide his or her address</li> <li>d. Put his or her relationship to the voter in the column</li> <li>e. Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.</li> </ol> </li> </ol>			
<small>Signature of Election Officer</small>			
<small>Printed Name of Election Officer</small>			

## Who Completes the Form

Election Officer  
(Green)

Authority Conducting the Election or Any Election Officer  
(Blue)

Voter's Assistant  
(Purple)

On June 6, 2022, the U.S. District Court for the Western District of Texas issued an order in *OCA Greater Houston, et al. v. State of Texas, et al.*, No. 1:15-cv-00679-RP ("OCA Greater Houston"), a lawsuit challenging several assistance provisions in the Texas Election Code.

In its June 6 order, the district court enjoined the State of Texas and the Secretary of State, along with "their employees, agents, and successors in office, and all persons acting in concert with them," from enforcing Sections 64.031 or 64.0321 of the Texas Election Code. The district court also prohibited the enforcement of the portion of Section 64.034 stating "I will confine my assistance to reading the ballot to the voter, directing the voter to read the ballot, marking the voter's ballot, or directing the voter to mark the ballot."

The district court further ordered:

"[The State of Texas and the Secretary of State] shall revise training and instructional materials for state and county election officials to remove language that reflects the substance of Sections 64.031, 64.0321, or the portion of 64.034 identified above. Specifically, such training and instructional materials shall no longer state that assisting a voter is limited to conduct that occurs while the person is in the presence of the voter's ballot or carrier envelope."



Pursuant to the June 6 order, election officials may not enforce Sections 64.031, 64.0321, or the portion of Section 64.034 identified above. The provisions that election officials may not enforce generally provide as follows:

Section 64.031 states that “[a] voter is eligible to receive assistance in marking or reading the ballot, as provided by this subchapter, if the voter cannot prepare or read the ballot because of: (1) a physical disability that renders the voter unable to write or see; or (2) an inability to read the language in which the ballot is written.”

Section 64.0321 provides that “assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter’s ballot or carrier envelope: (1) reading the ballot to the voter; (2) directing the voter to read the ballot; (3) marking the voter’s ballot; or (4) directing the voter to mark the ballot.”

**An eligible voter is entitled to receive assistance from a person of his or her choosing, so long as that person is eligible to provide assistance under Section 208 of the Voting Rights Act, and that assistance is not limited to marking or reading the ballot or otherwise limited to conduct that occurs in the voting booth.**

As a result of the district court’s ruling in the *OCA Greater Houston* case, the Secretary of State’s office has issued revised versions of the [Oath of Assistance](#) (Form 7-63) and [Carrier Envelope](#) (Form 6-25) for marked mail ballots to remove the statement that reads: “I will confine my assistance to reading the ballot to the voter, directing the voter to read the ballot, marking the voter’s ballot, or directing the voter to mark the ballot.”

Accordingly, as modified by the district court’s June 6 order in *OCA Greater Houston*, the Oath of Assistance states:

**“I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter’s ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter’s ballot may not be counted.”**

### **Interpreters**

An election judge is required to make a reasonable effort to appoint a sufficient number of bilingual (English and Spanish) election clerks. Should a polling place not have enough bilingual clerks, the authority appointing election judges must appoint at least one bilingual clerk to serve at a central location to provide assistance to voters who speak Spanish. Voters also have the right to use an interpreter of their own choosing.



Election officers may communicate directly with voters in any language they both understand if the voter is unable to communicate in English. Any other election officer or a poll watcher, upon request, must receive an English translation of the conversation.

Interpreters, whether provided by the authority conducting the election or chosen by the voter, can assist multiple people, but they must take the [Oath of Interpreter](#) (Form 7-63) for each voter they assist.

*In a primary election, the county chairs of each party holding the primary must each appoint their own interpreter to serve at a central location.*

### [Oath of Interpreter](#) (Form 7-63)

An election officer must administer the oath to a voter's interpreter. The interpreter must raise their right hand and repeat the oath aloud and complete the form prior to interpreting.

<small>7-63 Prescribed by Secretary of State Sections 64.0322, 64.034, Texas Election Code 8/2023</small>	Type of Election	Polling Location
	Date of Election	Authority Conducting Election
<b>OATH OF INTERPRETER</b>		
<small>Oath of Interpreter: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." Juramento del Intérprete: "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."</small>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Instructions:</b> 1. Administer the Oath of Interpreter to the Interpreter. 2. The Interpreter must repeat the Oath aloud. 3. Instruct the Interpreter to sign the form.	<small>The above oaths were sworn and subscribed to before me this <input type="text"/> day of <input type="text"/> 20 <input type="text"/> Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.</small>	
<input type="text"/> Signature of Election Officer		
<input type="text"/> Printed Name of Election Officer		



[Secs. 33.057, 34.002, 61.031, 61.032, 61.033, 61.035, 61.036, 64.002, 64.032, 64.0322, 64.033, 64.034, 85.035, 272.009; 52 U.S.C. Sec. 10508]

## POLL WATCHERS

Poll watchers are allowed to observe and report on irregularities in the conduct of any election, but may not interfere in the orderly conduct of an election.

## Appointment

Only an appointing authority may appoint a poll watcher. The appointing authority can be a:



*Note:* Political parties may only appoint poll watchers for elections in which they have a candidate on the ballot. This does not include the May election or any other non-partisan elections.

## Acceptance and Qualification

A poll watcher who presents himself or herself with a certificate of appointment and a current certificate of completion of poll watcher training administered by the Secretary of State must be accepted for service unless the person is ineligible to serve or the number of appointees to which the appointing authority is entitled has already been accepted.

Maximum Number of Poll Watchers	
<b>Early Voting</b>	A maximum of <b>seven</b> watchers may be appointed for each polling place by each appointing authority (no more than <b>two</b> may be on duty at the same polling place at the same time)
<b>Election Day</b>	A maximum of <b>two</b> watchers may be appointed for each polling place by each appointing authority

An election officer commits a Class A misdemeanor if the officer intentionally or knowingly refuses to accept a poll watcher for service when acceptance of the poll watcher is required by Section 33.051.

## *Certificates of Appointment and Training Completion*

The poll watcher must present to the election judge, the first time the watcher reports for service, a certificate of appointment and certificate of completion of poll watcher training administered by the Secretary of State.





The certificate of appointment must be in writing and include all of the following:

- Name, residence address, and voter registration number of the poll watcher;
  - The election and the location where the poll watcher is to serve;
  - The signature of the person(s) making the appointment;
  - The signature of the poll watcher;
  - An indication of the capacity in which the appointing authority is acting;
  - In an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents; and
  - An affidavit completed by the poll watcher stating that the watcher:
    - 1) Will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device; and
    - 2) Has not been finally convicted of a felony of the first or second degree or a felony offense in connection with conduct directly attributable to an election.<sup>10</sup>



A poll watcher's certificate of appointment for a **write-in candidate** must also include the following:

- The residence address and voter registration number of eligible signers in the required number;
  - The signed statement of the candidate, or a person who would be authorized to make appointments on the candidate's behalf if the candidate's name appeared on the ballot, that the appointment is made with the signer's consent; and
  - The residence or office address of the signer identified above and the capacity in which the signer signs, if the statement is not signed by the candidate.

<sup>10</sup> HB 493 (2025, R.S.) amended Chapter 33 of the Texas Election Code relating to poll watcher eligibility and the poll watcher affidavit included in the certificate of appointment.



The following prescribed appointment forms are available on the Secretary of State's website:

- [Certificate of Appointment of Poll Watcher by Candidate](#) (Form 4-26)
- [Certificate of Appointment for Watcher for Propositions or Measures](#) (Form 4-28)
- [Certificate of Appointment of Poll Watcher by Political Party](#) (Form 4-27)
- [Certificate of Appointment of a Poll Watcher by Registered Voters on Behalf of a Write-In Candidate](#) (Form 4-29)

The presiding judge must require the poll watcher to countersign his or her signature on the certificate of appointment and compare and verify the signatures. The completion of the affidavit in front of an election judge serves as the countersignature. The certificate of appointment does not need to be notarized. An election judge must keep the certificates of appointment and completion of poll watcher training in Envelope No. 2 for return to the custodian of election records after the election.

If a watcher is not accepted for service, an election judge must return to the watcher the certificate of appointment and the current certificate of completion of poll watcher training administered by the Secretary of State with a signed statement of the reason for the rejection.

#### *Oath*

Before a poll watcher may be accepted for service at their appointed location, the watcher is required to take an oath administered by an election officer. The oath is found within the certificate of appointment.

#### *Identification*

A poll watcher must wear a form of identification prescribed by the Secretary of State and provided by the election judge.

#### **Service, Duties, and Privileges**

**Early Voting:** A poll watcher accepted for service at their appointed location may be present at the polling place any time it is open until completion of the securing of any voting equipment used at the polling place that is required to be secured on the close of voting each day. A watcher may serve at the polling place during the hours the watcher chooses.



[Name Badge for Poll Watchers](#)

(Form 7-6)

**Election Day:** A poll watcher accepted for service at their appointed location may be present at the polling place any time after the presiding judge arrives on election day and may remain at the polling place until the presiding judge and clerks complete their duties there. A watcher may serve at the polling place during the hours the watcher chooses, except that if the watcher is present at the polling place when ballots are counted, the watcher may not leave until the counting is complete.



A Poll Watcher Must	A Poll Watcher May	A Poll Watcher May Not
Present a certificate of appointment and certificate of completion of poll watcher training administered by the Secretary of State.	Take written notes while on duty and, if present, sign zero tapes and ballot box seal logs as processed. <sup>11</sup>	Challenge a voter's right to be at or vote at the polling place.  Talk with election officers, <b>except</b> to identify any observed irregularity or violation of the law.
Turn off any recording device while serving as a poll watcher.	Sit or stand near enough to see and hear the election officers conducting the observed activity.	Be present at the voting booth when a voter is preparing his or her ballot or is being assisted by a person of the voter's choice.
Wear identification provided by the election judge while serving in the polling place.	Be present at the voting booth when a voter is being assisted by election officers.	Indicate by word, sign, gesture, symbol, or writing to any voter how the voter should or should not vote.
Be permitted to inspect the returns and other records prepared by the election officers at the location at which the watcher is serving.	Sit or stand near enough to any member of a counting team to verify that ballots are read and/or tallied correctly if ballots are hand counted.	Be denied free movement where election activity is occurring within the polling place at which the watcher is serving.
Be permitted to observe all election activities, including transferring and sealing media sticks from the voting system equipment.	Follow the transfer of election materials from the polling place at which the watcher was accepted to a regional tabulating center, the central counting station, or any other location designated to process election materials.	

Preventing a watcher from observing any activity or procedure the person knows the watcher is entitled to observe is a Class A misdemeanor. See the [Poll Watcher's Guide](#) for additional information.

The following information sheets are available on the Secretary of State's website:

- [Early Voting Poll Watcher Information Sheet](#) (Form 4-32)
- [Election Day Poll Watcher Information Sheet](#) (Form 4-31)

[Secs. 32.075, 33.001, 33.006, 33.007, 33.008, 33.051, 33.052, 33.053, 33.056(d), 33.061, 33.063, 61.014, 66.023(7), 161.009, 273.061, 273.081; Secs. 573.022 - 573.025, Tex. Gov't Code]

<sup>11</sup> If the poll watcher is permitted to leave the polling place while the polls are open, he or she may be required to leave his or her written notes with another person selected by the poll watcher who is on duty at the polling place.

## ELECTION INSPECTORS

Election Inspectors Are/Must	Election Inspectors Are Not/May Not
Appointed by the Secretary of State and are responsible to the Secretary of State	Required to take an oath administered by the election judge
Wear an identifying name tag or badge while on duty at a polling place	Observe the preparation of the ballot of a voter not being assisted by an election officer
Be permitted to observe all election activities performed by the election judges and clerks	Required to be at the polling place when the polls open or remain in the polling place until the polls close

Election inspectors must wear name tags that also serve as their identification card issued by the Secretary of State. The presiding judge should request to review the identification card. Anyone claiming to be an inspector who cannot produce identification as an inspector should not be permitted in the polling place.<sup>12</sup>

[Secs. 34.001, 34.002, 61.010(b)]

## LAW ENFORCEMENT

An election judge is responsible for maintaining order, preventing breaches of the peace, and ensuring adherence to the Texas Election Code at the polling place and in any areas where electioneering and loitering are prohibited. A presiding judge can appoint one or more people as special peace officers for the polling place. To qualify for this appointment, a person must be licensed as a peace officer by the Texas Commission on Law Enforcement. A special peace officer's authority to enforce prohibitions against electioneering and loitering is limited to the designated area where these activities are restricted.

Presiding judges at polling places have the same power as district judges to maintain order and peace, including the authority to issue arrest warrants. Appeals of a presiding judge's order or action are handled in the same way as appeals of an order or action of a district court in the county where the polling place is located. If a person is arrested at a polling place while voting or waiting, they must be allowed to vote first, if eligible, before being removed from the polling place.

A presiding judge cannot remove a duly accepted poll watcher for violating a provision of the Election Code or any other provision of law related to the conduct of elections, other than a violation of the Penal Code, unless a judge or clerk witnesses the infraction. A judge may call law enforcement to remove a poll watcher for any breach of the peace or violation of law.<sup>13</sup>

<sup>12</sup> See the Secretary of State's [Election Inspector Handbook](#) for additional information.

<sup>13</sup> See the Secretary of State's [Law Enforcement Training Resources](#) for additional information.



## Use of Firearms

The Texas Penal Code generally prohibits a person from bringing a firearm onto the premises of a polling place. However, this prohibition does not apply to a peace officer, regardless of whether the police officer is on or off duty. Additionally, in certain circumstances, a presiding judge may carry a handgun in a polling place.<sup>14</sup>

[Sec. 32.075; Secs. 46.03(a), 46.15, Tex. Penal Code]

## ETIQUETTE FOR INTERACTING WITH PEOPLE WITH DISABILITIES

People with disabilities have families, jobs, hobbies, and likes and dislikes. While the disability may be an integral part of who they are, it alone **does not** define them. Practicing disability etiquette is an easy way to make people with disabilities feel welcome.

Recognize that disabilities are diverse and often unseen. Since disabilities affect people differently, there is no one method that will make voting accessible for everyone. It is crucial to operate from a place of respect and assume competence in every voter, avoiding assumptions about their needs or abilities. Never question someone about their disability, and remember that he or she is the expert on what they can and cannot do.

When a person with a disability requests an accommodation, view it as a positive sign of trust and an opportunity to provide necessary support. You should be prepared to clearly explain the use of accessible voting machines. Direct communication is key. Always speak directly to the voter, not to any companions or interpreters, and if clarity is needed, ask for it directly. Utilizing plain language, showing patience, and having the ability to be flexible will create a welcoming and truly accessible voting experience for everyone.



### People Who Use Wheelchairs or Have Mobility Impairments

- Invisible mobility impairments can lead to substantial needs for accommodations and understanding in daily life. For example, a person with a respiratory or heart condition may have trouble walking long distances or walking quickly.
- Ensure that polling places have ample places for people to sit or rest on.
- Be sensitive about physical contact and avoid touching a wheelchair, walker, cane, or service animal. People with disabilities consider equipment part of their personal space.
- Slips, trips, and falls are a major problem for people with mobility impairments. Be sure that adequate warning signs are in place.
  - Post wet floor signs to alert people of slippery surfaces, and place floor mats to keep floors as dry as possible during rainy or snowy weather.

<sup>14</sup> See the Secretary of State's [election advisory on handguns in polling places](#) and Attorney General Opinion No. [KP-0212](#) for additional information.



### People Who Are Blind or Visually Impaired

- Identify yourself before making physical contact with a person who is blind or visually impaired. Provide your name and role, if appropriate. Introduce them to election officers so that they are informed.
- Offer guidance by voice or using your arm but do not touch people who are blind or visually impaired without asking.
- Provide people privacy to cast their votes independently.
- If providing directions, give specific, nonvisual information.
  - Instead of saying, "Go to your left to vote," which assumes the person knows where the voting machine is, say, "Walk forward 10 feet and then take a left. The voting machine will be directly in front of you."
- If election judges or clerks need to leave a person who is blind or visually impaired, let them know. Have them stay near a wall, table, or other landmark as the middle of a room can feel like the middle of nowhere.



### People Who Are Deaf or Hard of Hearing

- When the exchange of information is complex, the most effective way to communicate with a person who is deaf or hard of hearing is through a qualified sign-language interpreter, oral interpreter, or real-time captioning. For a simple interaction, writing back and forth may be okay.
- People who are deaf or hard of hearing need to be included in the decision-making process; don't decide for them.
- Before speaking to a person who is deaf or hard of hearing, make sure to get their attention. Depending on the situation, wave a hand, tap on the shoulder, or flicker lights.
- Avoid chewing gum, smoking, or obscuring your mouth with your hand while speaking.
- When talking, face the voter. A quiet, well-lit room is most conducive to effective communication. If in front of the light source, such as a window with your back to it, the glare may obscure your face and make it difficult for the person who is hard of hearing to speech read.
- Speak clearly and rephrase, rather than repeat, any sentences for understanding.



### People With Speech Disabilities

- People with dyslexia or other **reading disabilities** may have trouble reading written information. Give them verbal explanations and allow extra time for reading.
- Because spoken information gets scrambled as voters listen, a person who has a **learning disability**, such as auditory processing disorder, may need information demonstrated or in writing.
- A person who has had a stroke, is severely hard of hearing, has a stammer, or has **other speech disabilities** may be difficult to understand. A quiet environment makes communication easier.
- If, after trying, election judges or clerks cannot understand the person, ask them to write it down or suggest another way of facilitating communication.



### People With Cognitive Disabilities

- People with intellectual disabilities (ID) or intellectual and developmental disabilities (IDD) learn slowly. They have a hard time using what they have learned and applying it from one setting or situation to another.
- Clear signage with pictograms can help people with cognitive disabilities find their way around a building.
- Election judges and clerks must be direct in their instructions, as people with cognitive disabilities may not easily grasp indirect phrasing. Ask them how to best relay important information.

## CONFLICT RESOLUTION AND DE-ESCALATION

De-escalation is the use of communication or other techniques to stabilize, slow, or reduce the intensity of potentially volatile situations. By prioritizing de-escalation in elections, you can help maintain peaceful and constructive participation.



# CONFFLICT RESOLUTION AND DE-ESCALATION

You occupy a vital role as public servants, dedicated to facilitating the democratic process and serving voters. These people rely on you to provide a smooth, accessible, and respectful voting experience. It is important to recognize that personal moods fluctuate and maintaining unwavering cheerfulness is challenging at times. Your commitment to customer service remains paramount. Remain respectful, courteous, and offer voters a positive interaction.

## 10 TIPS FOR DE-ESCALATION



### ACTIVE LISTENING

Pay attention to what a voter is saying



### PERSONAL SPACE

Maintain a safe distance



### DOWNPPLAY CHALLENGES

Redirect a voter back to the original topic



### CLARIFY MESSAGES

Use short, simple, and clear communication



### MAINTAIN FACIAL EXPRESSIONS

Maintain a neutral, attentive facial expression



### ANALYZE THE SITUATION

Review the event and look for areas of improvement



### STAY CALM

Remain rational and professional



### PERMIT VERBAL EXPRESSION OF FRUSTRATION

Allow a voter to release energy verbally



### SET SIMPLE AND ACHIEVABLE LIMITS

Avoid too many requests or demands



### TONE

Speak calmly to demonstrate empathy



### VOLUME

Be aware of volume and avoid raising your voice

### RATE OF SPEECH

Slower can be more soothing

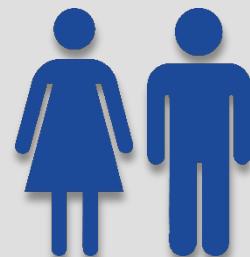
### INFLECTION

Be aware of emphasizing words or syllables that could have a negative effect

## SPACE MANAGEMENT

### BUDDY SYSTEM

Avoid being alone with a voter



### LOCATION

Change the setting, if possible

### YOU'RE NOT ALONE

Seek additional help when needed

**YOU HAVE THE POWER TO FOSTER  
A POSITIVE AND RESPECTFUL  
ENVIRONMENT FOR ALL VOTERS**



## Body Language

Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.

 <b>Good Body Language</b>	Maintain a neutral and attentive facial expression	 <b>Bad Body Language</b>	Faking a smile
	Use slow, deliberate movements		Excessive gesturing or pacing
	Keep a relaxed and alert stance off to the side of the person		Standing rigidly directly in front of the person
	Keep your hands down, open, and visible at all times		Pointing your finger

## Conflict Resolution Scenarios

<b>Say This</b>	<b>Instead of Saying This</b>
<b>Voter Record Not Found</b>	
“It appears our system isn’t pulling up your voter record. Do you mind if I make a quick call to our main office? Don’t worry, we’ll get this figured out.”	“I can’t find you in the system.”
<b>Limited Ballot</b>	
“We found your record and can see you’re currently registered in a different county. Since you live here now, you may be eligible for a Limited Ballot. Please allow me to call the elections office for details.”	“You’re not eligible to vote in this county. You can’t vote here.”
<b>Statement of Residence</b>	
“We’ve found your record in the voter rolls, however the address needs an update. Let’s fix this with a simple form. It’s a normal procedure. Let me know when you’re done and you won’t have to wait in line again.”	“You’ve moved? You’ll need to fill out another form.”
“Are you still residing in the same county?”	

Say This	Instead of Saying This
<b>Other Scenarios</b>	
"It sounds like you may be feeling..."	"I know how you feel."
"I can see that you are upset..."	"Calm down."
"May I speak with you?"	"Come with me."
"Let me help you. What can I do?"	"I can't help you."

### Defy Expectations

Navigating interactions with irate voters requires a nuanced approach that extends beyond typical customer service scripts. It's crucial to accurately assess the situation and understand the root of the problem. Defying a voter's immediate expectations can be an effective strategy. Remember that some people may escalate their behavior to elicit an emotional response. In these moments, maintain your composure. Ground yourself in logic, keeping communication simple, and steer conversations back to the core issue—resolving the voter's underlying concern. By calmly and rationally addressing the situation, you maintain professionalism and increase the likelihood of a constructive outcome for the voter.

### K.I.S.S.

When voters approach you with intricate questions, especially on topics that may go beyond your immediate expertise, the guiding principle should be **Keep It Simple and Standard** (K.I.S.S.). Following this acronym ensures that you provide consistent and straightforward responses. If an answer isn't readily known, there should always be a designated standard response directing the voter to the appropriate resource or person who can provide clarification. Be confident in your ability to not only simplify conversations but humble enough to listen to feedback and work to address any voter needs.



This standardized approach is vital because polling places are generally quiet environments, and conversations can be easily overheard. By keeping interactions simple and avoiding unnecessary details, you minimize the risk of misinterpretations or the unintentional spread of rumors. Remember, clarity and consistency are key to maintaining voter confidence and preventing the spread of inaccurate information.



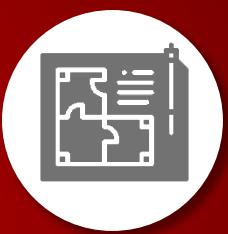
## H.E.A.T.

Escalated situations can happen anywhere and at any time. When you are in the middle of a conversation that is escalating, remember the acronym H.E.A.T.:

<b>H</b>	<b>Hear Them Out</b>	<ul style="list-style-type: none"><li>• Active vs. passive listening</li><li>• Non-verbal cues</li><li>• Respect their boundaries</li></ul>
<b>E</b>	<b>Empathize With the Person</b>	<ul style="list-style-type: none"><li>• Try to relate</li><li>• Give them grace</li><li>• Put yourself in their shoes</li></ul>
<b>A</b>	<b>Apologize</b>	<ul style="list-style-type: none"><li>• “I apologize for what you’re going through right now.”</li><li>• “I am truly sorry for the miscommunication.”</li></ul>
<b>T</b>	<b>Take Action</b>	<ul style="list-style-type: none"><li>• Focus on the positive</li><li>• “I’m here to assist you.”</li><li>• Find someone who can help</li><li>• Ensure all questions have been answered</li></ul>

In the fast-paced environment of elections, tensions can sometimes rise, and situations may begin to feel overwhelming. It is important to remember in these moments to take a deep breath and center yourself, as this simple act can significantly help slow things down and de-escalate any potential conflicts. Beyond managing individual stress, remember that you are not alone. Lean on and support your fellow election judges and clerks and/or call the authority conducting the election. You play a critical role in ensuring there are safe, secure, and fair elections.





# Chapter 4

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**SETUP INSIDE A POLLING PLACE**

# Chapter At-a-Glance

## The poll worker will understand the tasks that must be completed inside a polling place

- Identify the required oaths that are taken by election judges and clerks prior to performing duties.
- Describe the process for site setup.
- Describe the polling place layout.
- Describe guidelines for accessible polling places.
- Review the required election materials.
- Organize forms and supplies.
- Describe the process to prepare the check-in station(s).
- Describe the process to prepare the voting booths.
- Identify the requirements for accessible voting equipment.
- Describe the process to prepare the ballot box/tabulation area.
- Identify the setup of a hand-counted ballot area.
- Identify the signage to be posted inside prior to opening the polls.

## OATHS AND COMPENSATION

Election judges and clerks must take required oaths **prior** to performing any duty associated with their position.

### Deputy Early Voting Clerk

If not already completed during any in person training, administer and complete, with the election clerks, the [Oath of Election Officer](#) (Form 7-1). The Oath of Election Officer is also located in the [Statement of Compensation and Oaths](#) (Form 7-3). Following administration of the oath, the deputy early voting clerk will be issued identification to wear while working the election. Follow instructions provided by the authority conducting the election regarding timesheets for payroll purposes.



## Presiding Judge and Alternate Judge

If not already completed during any in person training, complete the [Statement of Officer](#) (Form 23-3) and have one of the persons listed in Sec. 1.016 administer the [Constitutional Oath of Office](#) (Form 7-2). Then, read aloud and complete, with the election clerks, the [Oath of Election Officer](#) (Form 7-1). The Oath of Election Officer is also located in the [Statement of Compensation and Oaths](#) (Form 7-3). Following administration of the oaths, the judges will be issued identification to wear while working the election. Follow instructions provided by the authority conducting the election regarding timesheets for payroll purposes.

## Election Clerks

If not already completed during any in person training, administer and complete, with the presiding judge and alternate presiding judge, the [Oath of Election Officer](#) (Form 7-1). The Oath of Election Officer is also located in the [Statement of Compensation and Oaths](#) (Form 7-3). Following administration of the oath, clerks will be issued identification to wear while working the election. Follow instructions provided by the authority conducting the election regarding timesheets for payroll purposes.

[Secs. 1.016, 62.003]

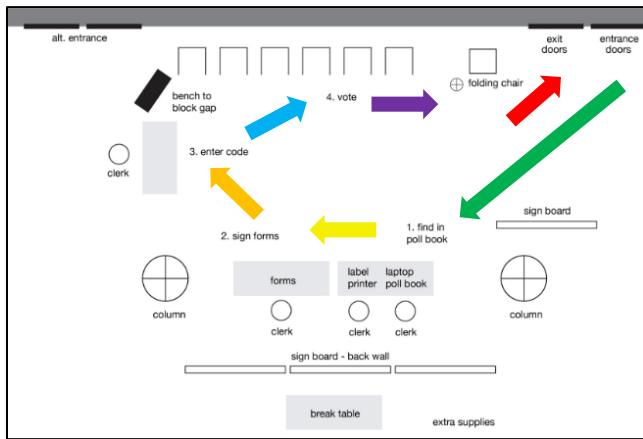
## SITE SETUP

Follow specific procedures from the authority conducting the election for setup before the first day of early voting and election day. Some tips for a successful setup include:

1. The election judge contacting the authority conducting the election and obtaining contact information of the person responsible for unlocking the polling place on the first day of early voting.
2. Reaching out to the polling place contact and making an appointment prior to early voting to familiarize yourself with the following:
  - Layout of the space;
  - Assess its adequacy to accommodate and secure the voting equipment;
  - Find all of the entrances and exits to visually set up a single walk flow for the voters;
  - Find all of the electrical outlets and confirm they are functioning;
  - Confirm there is an accessible area for curbside voting;
  - Restrooms;
  - Telephones;
  - Availability of tables and chairs; and
  - Ask if there is an after-hours emergency contact number.

## POLLING PLACE LAYOUT

Election workers need to physically arrange the polling place according to the authority conducting the election's specific procedures. For additional information regarding polling place preparation and procedures regarding the use of electronic voting systems, see the Secretary of State's [election advisory regarding updates to voting system procedures](#) and the [election advisory regarding electronic voting system procedures](#).



## ACCESSIBLE POLLING PLACES

Ensuring people with disabilities can vote independently and securely is vital to upholding fair and inclusive elections. In Texas, nearly one in three adults live with a disability, yet barriers at polling places—such as inaccessible parking and unfamiliar voting equipment—can discourage participation.<sup>15</sup> All election-related settings and resources must be made accessible.

The Americans with Disabilities Act (ADA) defines a **disability** as:

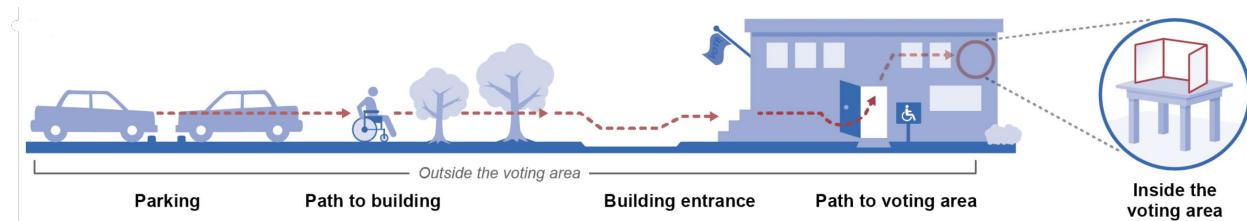
- A physical or mental impairment that substantially limits one or more major life activities of an individual;
- A record of such an impairment; or
- Being regarded as having such an impairment. [[42 U.S.C. Sec. 12102\(1\)](#)]

**Accessibility** ensures that services and environments are usable by everyone, regardless of their abilities or disabilities, from the start.

### Texas Accessibility Standards

Polling places must comply with [Texas Accessibility Standards](#). These standards were written to be consistent with the ADA requirements for accessibility.

The figure below highlights zones that might pose potential impediments for people with disabilities:



<sup>15</sup> "U.S. State Profile Data: Adults 18+ Years of Age." U.S. Centers for Disease Control and Prevention, Disability and Health Data System (DHDS), May 5, 2025, [cdc.gov/dhds/impacts/index.html](https://www.cdc.gov/dhds/impacts/index.html).

Polling places must comply with these standards, including:

- At least one designated van accessible space with signage containing the International Symbol of Accessibility and designated “van accessible.”
- The clear width door openings (one door or one active leaf of a double door) must have a minimum width of at least 32 inches.
- If any part of an accessible route contains steps, a ramp must be present. Even one small step can prevent access by a person using a wheelchair, walker, or cane.
- Any stairs necessary to enter or leave the polling place must have handrails on each side of the stairs and a non-slip ramp.
- The polling place may not have any barriers such as gravel, automatically closing gates, closed doors without lever-type handles, or any other barrier that impedes the path of a person with a disability to the voting booth.
- All routes serving or leading to the voting area need to be checked for protruding objects. Often a cane is used to detect these hazards.
  - Only objects within 27 inches of the floor/ground are cane-detectable.
- The voting area must be: (1) on the ground floor, which can be entered from the street; or (2) accessible by an elevator or lift with a door opening/gate opening at least 32 inches.
- Voting machines must be positioned so that the highest operable part is no higher than 48 inches.
  - If voters are expected to vote at counters or tables, a writing surface that provides knee and toe clearance is needed.

### Temporary Remedies

Many accessibility barriers at polling places can be removed with temporary remedies. Although not designed to be permanent solutions, the following tools may be provided by the authority conducting the election to provide remedies to improve accessibility:



**Van accessible parking signs** should be used to designate van accessible parking locations.



**Accessible parking signs** should be used to designate accessible parking locations.



**Traffic cones** can be used to mark parking spaces; to access aisles and passenger loading zones; to display signs; and to warn of protruding objects.



**Door stops** can be used to prop open a door if the door handle is inaccessible, or if there is an inadequate maneuvering clearance to open the door.



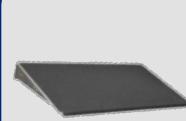
**Directional signage** should be used to show direction to the accessible route, accessible entrance, and voting area.



**Floor mats** can make accessible walking surfaces firm, stable, and slip resistant if used properly.



**Remove center post** between doors to provide a 32 inch clear opening or to allow double doors to be propped open.



**Wedges** can provide access at thresholds and slight changes in level.



**Portable ramps without handrails** can only be used for heights six inches or less and can provide access at a curb or low step. Portable ramps also can be placed flat to cover gaps in a sidewalk.



**Portable ramps with handrails** must be used for heights greater than six inches to provide access over steps. Edge protection must run the entire length of the ramp.



**Cone bars** improve safety by creating a visual and physical pedestrian barrier.

## ELECTION MATERIALS

The election judge should review election materials provided to make sure he or she has:

- An election kit (or other supply bag) with all required forms;
- A supply box with pens and indelible instruments for marking ballots, if applicable; and
- Any other materials provided by the authority conducting the election.

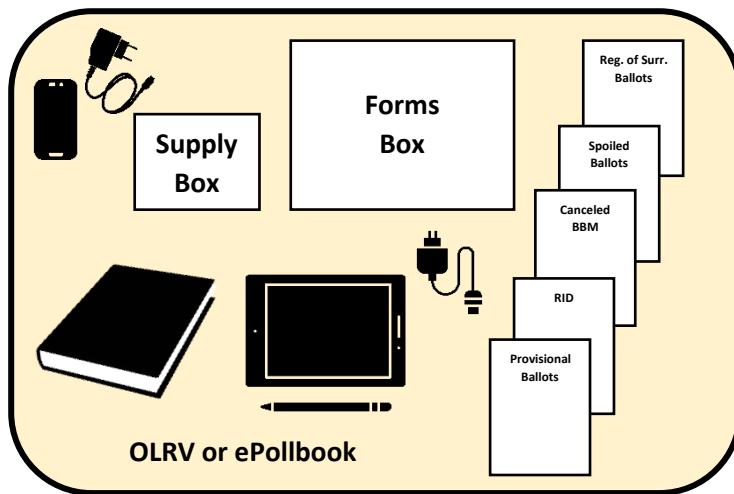
In addition, consider having a copy of the following materials:

- [Election Judges and Clerks Handbook](#)
- [Poll Watcher's Guide](#)
- [Election Inspector Handbook](#)
- [Election Day - Opening the Polling Place Checklist](#) (Form 7-29)
- [Election Day - Closing the Polling Place Checklist](#) (Form 7-30)

## ORGANIZE FORMS AND SUPPLIES

The deputy early voting clerk or presiding judge should set up and manage a judge/resolution table to assist voters with more complex situations. An orderly table arrangement with easy-to-reach forms is crucial to the successful operation of the polling place. Forms should be kept out of reach of voters when they are near the check-in station. The table also helps provide organization during the reconciliation, suspending, and closing processes.

Organize forms and supplies according to the election authority's specific procedures. Consider utilizing a forms box, organizer, or accordion folder. Label folders clearly and arrange them by how often they are used. Report any missing forms or low supplies to the authority conducting the election immediately.



### Election Kit

The authority conducting the election may provide a supply checklist with items delivered to the polling place. Ensure the following forms and materials are in your election kit (or other supply bag):

- Keys
- Passwords
- Name Tags
- Statement of Officer
- Constitutional Oath of Officer
- Oath of Election Officer
- Statement of Compensation and Oaths
- Chain of Custody Form(s)
- Seal Log(s)
- Lists of Registered Voters, including supplemental and correction lists, or a revised original list<sup>16</sup>
- Poll List
- Signature Roster
- "Voted" Stamp and Ink Pad (for stamping the list of registered voters, if applicable)
- Combination Form for Early Voting By Personal Appearance - Application, Poll List, Affidavits
- Combination Form for Election Day
- Registration Omissions List
- List of Voters Indicated as ID Voters
- Voter with Required Documentation Who is Not on List
- Map of Voting Precinct(s) Polling Places, if applicable
- Statement of Residence

<sup>16</sup> More than one qualifying table may be set up by dividing the list of registered voters into sections of the alphabet (i.e., A-G and H-Z).

- Reasonable Impediment Declaration
- List of Provisional Voters
- Election Day List of Provisional Voters
- Affidavit of Provisional Ballot Envelope
- Secrecy Envelopes for Provisional Ballots
- Notice to Provisional Voter
- Notice to Provisional Voter for ID Voters
- Provisional Ballots, if applicable (see disclaimer box below)
- Provisional Stamp, if applicable
- Request to Cancel Ballot by Mail for Use in the Polling Place
- Oaths of Assistance and Interpreter
- Election Worker Assistance Sheet
- Curbside Voter Statement
- Information of Person Who Provided Transportation to a Total of Seven or more Curbside Voters During Early Voting and Election Day
- Register of Official Ballots
- Ballot and Seal Certificate
- Combined Register of Official Ballots/Ballot and Seal Certificate, if applicable
- Register of Spoiled Ballots
- Register of Surrendered Ballots by Mail
- Problem/Incident Log Sheet, if applicable
- Tally Sheet Book (for hand-counted paper ballots, if applicable)
- Return Sheet (for hand-counted paper ballots, if applicable)
- Envelope No. 1 (To: Presiding Officer of Canvassing Authority)
- Envelope No. 2 (To: General Custodian of Election Records)
- Envelope No. 3 (To: Presiding Judge)
- Envelope No. 4 (To: Voter Registrar)
- *Envelope No. 5 (To: County Chair, only if the County Chair is responsible for paying the election workers. Primary Election Only)*
- Envelope for Spoiled Ballots
- Envelope for Requests and Canceled Ballots
- Secure Container for Provisional Ballot Affidavit Envelopes
- Envelope for Thrown Out Ballots
- "I Voted" Stickers
- Official Ballots (see disclaimer box below)
- All required postings for polling place entrance, voting booth, and curbside voting
- Out of Service Equipment Tags, if applicable
- Booth Numbers, if applicable
- ADA signage on accessible voting booths, if applicable
- *Party Affiliation Stamp for stamping voter registration certificates (Primary Election Only)*
- *Certificates of Party Affiliation (Primary Election Only)*
- *Affidavits of Non-Participation and Affiliation (Primary Election Only)*
- *Sign for Joint Primary Election (voter points which party he or she would like to vote in)*
- *Notice of Party Convention Handouts, if provided by the parties (Primary Election Only)*

*In a separate primary, each party will have its own complete set of forms. In a joint primary, the parties will have a shared results envelope. All other paperwork and envelopes must be kept separately.*

[Secs. 11.004, 18.001, 18.002, 18.003, 18.004, 32.094, 63.001, 63.002, 63.003, 63.004, 63.006, 63.001(i), 63.0011, 64.007(c), 66.023, 66.022, 66.003, 66.024, 66.0241, 84.032, 162.008, 162.009, 172.1114; 1 T.A.C. Secs. 81.172—81.176]



## PREPARE THE CHECK-IN STATION(S)

Place the check-in station so that it is easily seen when voters enter the polling place. Consider the placement of the check-in tables as though there is a line of voters waiting.

### ePollbook and MiFi

Follow instructions provided by the authority conducting the election regarding whether to set up check-in equipment the day prior or the morning of opening the polling place. If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. The following steps may be different for each voting system vendor.

1. Verify any seals and document chain of custody.
2. Break any seals on the ePollbook and MiFi carrying case, if separated.
3. Remove each ePollbook, printer, MiFi, cords, and stands, if applicable.
4. Place the MiFi in an area that has the best cellular signal to connect to the ePollbook.
5. Setup MiFi using instructions provided by the authority conducting the election.
  - a. *Note:* The MiFi may need to be turned on before ePollbooks are turned on or they will not connect to the MiFi.
6. Arrange each ePollbook so it is spaced appropriately.
7. Connect the cords to each ePollbook and printer. Find the surge protector and plug into the nearest power outlet. Plug each ePollbook and printer into the surge protector. Use the toggle switch to turn the surge protector on.
  - a. Position cords to keep a safe work environment. Cords must all be out of the path of walkways.
8. Once each ePollbook and printer is on, follow specific instructions provided by the authority conducting the election.
  - a. Each ePollbook and MiFi may need to be placed into a supply cabinet/carrier overnight if the polling place is not lockable. If so, document chain of custody.

### Official List of Registered Voters

Follow instructions provided by the authority conducting the election. When using an Official List of Registered Voters (OLRV), place the following items on the check-in table:

- Ink pad and “Voted” stamps
- *Party stamps for primary elections*
- Pens
- If available, any magnifying tools for voter use

*Note:* An OLRV is also used as a backup list in the event an ePollbook is not available/down. It has the ballot style codes that can be entered manually to issue a ballot if needed to continue to process voters.

### *Prepare List of Registered Voters*

The early voting clerk must enter “early voting voter” beside the name of each person on the precinct list of registered voters whose name appears on the list of early voting voters and must deliver the precinct list to the presiding judge no later than the day before election day.

If a registration correction list is provided, an election officer must change the list of registered voters to make it conform to the registration correction list. An election officer may make the changes to the list of registered voters at a location other than the polling place before it is opened for voting.<sup>17</sup>

### ***Prepare List of Registered Voters in a Primary Election***

*In a primary election, for an entity not using an ePollbook, the presiding judge is given two lists of registered voters that must be marked to indicate who voted, including those whose names appear on the precinct early voting list. The second list is given to the precinct chair after the polls are closed and is used to qualify participants in the precinct convention.*

*An election judge of a primary election must make a notation next to the voter's name on the second list of registered voters, as well as the list that is returned to the voter registrar. If a county chair does not notify the county clerk that the chair does not require a list before the 90th day before the primary, the county clerk must prepare that list.*

*If a county records the acceptance of a voter electronically, the state chair or county chair may request, and the county clerk must provide, by the date of the local primary canvass, an electronic document listing the persons who voted in the party primary, the unique identifier assigned to each person, and whether the person voted early in person or by mail, or voted in person on election day. Precinct conventions may be held on primary election night or on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*

[Sec. 62.014, 87.122(c), 172.1141]

### ***Curbside Voting***

Follow instructions provided by the authority conducting the election for curbside voting. Ensure the following supplies are available before opening the polling place:

- Cart to hold supplies, if applicable
- Clipboard, if applicable
- Pens, if applicable
- A signature tool (e.g., stylus) to sign ePollbook, if applicable
- Secrecy folder/envelope
- Poll List (or Combination Form), if not using an ePollbook to qualify voters
- Signature Roster, if not using an ePollbook to qualify voters
- Election Worker Assistance Sheet
- Oaths of Assistants and Interpreters
- Curbside Voter Statement
- Information of Person Who Provided Transportation to a Total of Seven or more Curbside Voters During Early Voting and Election Day
- Reasonable Impediment Declaration
- Statement of Residence
- Ballot Marking Device (BMD) or Direct Recording Electronic (DRE) Voting Machine, if applicable
- Electrical cord connections where needed/battery pack, if applicable
- Privacy shields
- "I Voted" stickers

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<sup>17</sup> If you are using an ePollbook (electronic pollbook), it is unlikely that you will need to update the list with voters who voted early or a registration correction list. Follow the instructions provided to you by the authority conducting the election regarding the use of the ePollbook.





## PREPARE THE VOTING AREA

All polling places must be equipped with voting booths that ensure voter privacy and comply with the regulatory specifications for voting booths, or have been approved for use by the Secretary of State. Position voting booths so they are visible to election officials and poll watchers, but separate from the area where voters queue.

### Ballot Marking Devices

Follow instructions provided by the authority conducting the election regarding whether to set up voting equipment the day prior or the morning of opening the polling place. If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. The following steps may be different for each voting system vendor.

1. Arrange the voting booths so they are spaced appropriately. Ensure that there is at least 60 inches of turning space in front of the voting booths.
2. Verify all seals and document chain of custody.
3. Break any seals on outside of the Ballot Marking Device (BMD) carrying case.
4. Remove each BMD and cords from the carrying case.
5. Find the surge protector and plug into the nearest power outlet. Plug each BMD into the surge protector or daisy-chain the power cords and plug into the surge protector, depending on the voting system. Use the toggle switch to turn the surge protector on.
  - a. Position cords to keep a safe work environment. Cords must all be out of the path of walkways.
6. Make disability tools readily available (e.g., headphones, sip-and-puff device, audio-tactile keypad, audio-tactile interface).
7. Once each BMD is on, follow specific instructions provided by the authority conducting the election. Verify that battery backup is on.
  - a. Verify any seals and document chain of custody.
8. Set up privacy screens around each BMD.
  - a. Consider numbering each voting booth with numbers to help direct voters.
9. Post required signs according to instructions.

## Hand-Marked Paper Ballot

Follow instructions provided by the authority conducting the election regarding hand-marked paper ballot voting booths.

1. Arrange the voting booths so they are spaced appropriately. Ensure that there is at least 60 inches of turning space in front of each voting booth.
2. Set up privacy screens around each booth.
  - a. Consider numbering each booth to help direct voters.
3. Post required signs according to instructions.
4. Place an indelible marking instrument (makes marks not easily removed or erased) in each booth.
5. Designate an area for a provisional ballot booth, if applicable.

[Secs. 51.032, 62.004, 62.006, 62.015, 125.005; 1 T.A.C. Sec. 81.70]

## ACCESSIBLE VOTING EQUIPMENT

With few exceptions, every polling place used in Texas elections must have at least one voting device that is accessible to voters with disabilities. Accessible voting equipment in Texas includes BMDs and DREs. These voting systems offer accessible features including:

### ES&S ExpressVote Voting System

- Front access panel with ports for a headphone; sip-and-puff device or two-position rocker switch; and separate audio-tactile keypad
- Multilingual
- Options to display larger text, high-contrast colors, or both
- Touchscreen interface allows voters to easily make selections and review their selections
- Instruction panel offers a visual guide that shows voters how to use the voting system



### Hart Verity Voting System

- Audio-tactile interface (ATI) with ports for a headphone; tactile switch; and sip-and-puff device or other dual-switch input device
- Multilingual
- Adjustable audio and contrast settings
- Touchscreen interface allows voters to easily make selections and review their selections
- Instruction panel offers a visual guide that shows voters how to use the voting system



[Sec. 61.012(a)(1)(C)]

## PREPARE THE BALLOT TABULATING/BALLOT BOX AREA

Ballot boxes used for **early voting** must have two locks with two different keys, one of which is retained by the early voting clerk and the other is retained by the custodian of keys. Ballot boxes used for **election day** must have a lock with a key that is retained by the custodian of keys.



[Sec. 66.060]

### **Ballot Tabulator**

An **optical/digital scan ballot** is a ballot designed to be used in a ballot tabulator that uses an optical scanner to read the marked ballots. Follow instructions provided by the authority conducting the election regarding whether to set up the ballot tabulator the day prior or the morning of opening the polling place.

If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. The following steps may be different for each voting system vendor.

1. Place the ballot tabulator at an appropriate distance from voting booths and toward the exit door.  
Ensure that there is at least 60 inches of turning space in front of the ballot tabulator.
  - a. The ballot tabulator must be in plain view of at least one election officer at all times.
2. Verify any seals and document chain of custody.
3. Find the surge protector and plug into the nearest power outlet. Plug the ballot tabulator into the surge protector. Use the toggle switch to turn the surge protector on.
  - a. Position cords to keep a safe work environment. Cords must all be out of the path of walkways.
4. Once the ballot tabulator is on, follow specific instructions provided by the authority conducting the election. Verify that battery backup is on.
  - a. Verify any seals and document chain of custody.

[Secs. 51.034(a), 61.005(b), 62.005, 62.006, 85.032, 125.005, 127.061, 127.065]

### **Ballot Box**

Follow instructions provided by the authority conducting the election for placing the ballot box.

1. Place the ballot box at an appropriate distance from voting booths and toward the exit door.
  - a. *Remember:* The ballot box must be in plain view of at least one election officer at all times.
2. Open and inspect the ballot box to ensure it is empty.
3. Verify all seals and document chain of custody.

[Secs. 61.005(b), 62.006, 125.005]

## **PREPARE THE COUNTING AREA**

**\*If ballots are counted at a central counting station, this section will not apply**

If you will be hand-counting ballots, set up the counting area in an out-of-the-way but observable location.

The counting area must have:

- Tables and chairs for counting teams of at least two clerks;
- Ballot Box No. 1 or Ballot Box No. 2, whichever is not being used;
- Ballot Box No. 3; and
- Tally sheets.

## POST SIGNAGE INSIDE A POLLING PLACE

The following signs must be provided to post prior to opening the polls. Signs are subject to change and additional signs may be created to post in accordance with Texas election laws or court orders. No person other than an election judge or clerk may post materials in a polling place or within 100-foot radius of the entrance to the polling place. A violation is a Class B misdemeanor.

Place each sign in the required area as instructed by the authority conducting the election. Pay close attention as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open or closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side.

Legally required postings are noted below with an asterisk \*.

<input type="checkbox"/>	<b><u>Notice of Four Nearest Countywide Polling Place Locations, if applicable (Form 7-51)*</u></b>	[Secs. 1.021, 43.007]
<input type="checkbox"/>	<b>Purpose:</b> To inform voters of the four nearest countywide polling places by driving distance from the present polling place on election day.	
<input type="checkbox"/>	<b>Location:</b> Post at each polling place used on <b>election day</b> .	
<input type="checkbox"/>	<b><u>Map of Voting Precinct(s) Polling Places, if applicable</u></b>	
<input type="checkbox"/>	<b>Purpose:</b> Maps empower voters to find their voting precinct or select a vote center that suits their needs and convenience, regardless of their precinct.	
<input type="checkbox"/>	<b>Location:</b> The authority conducting the election may require this sign posted in the polling place.	
<input type="checkbox"/>	<b><u>Voter Information Poster (Form 7-36)*</u></b>	[Secs. 62.011, 62.0115, 63.001]
<input type="checkbox"/>	<b>Purpose:</b> To inform voters of their rights, responsibilities, forms of identification that can be used for voting and how to obtain a permanent or temporary exemption to the photo ID requirements.	
<input type="checkbox"/>	<b>Location:</b> Post in each voting booth and in one or more locations in the polling place where they can be read by persons waiting to vote.	
<input type="checkbox"/>	<b><u>List of Declared Write-In Candidates (Form 3-5)*</u></b>	[Secs. 146.031, 172.112]
<input type="checkbox"/>	<b>Purpose:</b> To notify voters of declared write-in candidates. <i>Write-in voting in a primary election is not permitted.</i>	
<input type="checkbox"/>	<b>Location:</b> Post next to the Voter Information Poster in each voting booth and in the polling place where it can be read by persons waiting to vote.	



<input type="checkbox"/>	<b><u>Notice of Voting Order Priority (Form 7-38)*</u></b>	[Sec. 63.0015]
	<b>Purpose:</b> To inform voters with a physical condition that hinders their ability to stand in a line, that they and their assistant, if any, are authorized to receive expedited voting.	
	<b>Location:</b> Post in prominent locations at every entrance where voters waiting to vote can see it.	
<input type="checkbox"/>	<b><u>Prohibition of Certain Devices Within a Room In Which Voting Is Taking Place (Form 7-39)*</u></b>	[Secs. 33.051, 61.014, 62.0111]
	<b>Purpose:</b> Public notice of prohibition of use of certain wireless devices.	
	<b>Location:</b> Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.	
<input type="checkbox"/>	<b><u>Notice of Prohibition of Handguns in the Polling Place, if applicable (Form 7-40)</u></b>	[Secs. 46.03(a), 46.15, Tex. Penal Code]
	<b>Purpose:</b> Public notice of prohibition of handguns in the polling place.	
	<b>Location:</b> The authority conducting the election may require this sign posted in the polling place.	
<input type="checkbox"/>	<b><u>Sample Ballot/Bedsheet (Form 3-23)*</u></b>	[Secs. 62.012, 146.029]
	<b>Purpose:</b> To inform voters which races, candidates, and measures will appear on a particular ballot.	
	<b>Location:</b> Post in easily observed locations within the polling place.	
<input type="checkbox"/>	<b><u>Notices of Debt Obligation, if applicable*</u></b>	[Secs. 3.009, 4.003]
	<b>Purpose:</b> General obligation bonds and certificates of obligation are for the purpose of fulfilling capital improvement programs.	
	<b>Location:</b> Post in a prominent location at each polling place.	
<input type="checkbox"/>	<b><u>Voter Complaint Poster (Form 7-37)*</u></b>	[Sec. 62.0112]
	<b>Purpose:</b> To provide contact information for voters to report complaints about the conduct of an election.	
	<b>Location:</b> Post at one or more locations in the polling place easily visible to voters.	
<input type="checkbox"/>	<b><u>Instructions Casting a Digital Scan Ballot, if applicable (Form 7-42)*</u></b>	[Secs. 62.011, 64.001-64.008]
	<b>Purpose:</b> To instruct voters how to cast ballots that will be digitally scanned by a ballot tabulator.	
	<b>Location:</b> Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.	

**Instructions for Casting Paper Ballots, if applicable (Form 7-41)\***

[Secs. 62.011, 64.001-64.008]

**Purpose:** To instruct voters how to cast a vote for a candidate, proposition, or measure or cast a write-in vote. This form also gives instructions about obtaining a new ballot if the voter damages, mismarks, or otherwise spoils the ballot. The final instruction is about depositing the ballot in the ballot box provided.

**Location:** Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.

***For Primary Elections***

[Secs. 171.0221, 127.126(g-1), 172.127, 172.1111]

- *Party signage may be displayed above the polling place entrance. However, only signs authorized by the Texas Election Code may be displayed inside a polling place. If the county distributes signs for one political party, signage for the other political party should also be posted as applicable.*
- *If a precinct chair position is uncontested due to only one candidate filing, the election for that office is not held. In this case, the county chair must prepare a [Notice of Precinct Chair Elected](#) (Form 18-5). This sign must be prominently displayed within the polling place.*
- *A [Notice of Precinct Convention](#) (Form 18-14)\* must be posted on every entrance to the polling place during early voting and on election day.*
- *A sign for joint primary elections so a voter may indicate, without verbalizing, the voter's choice by pointing to which party's ballot the voter chooses. The sign must be posted beside the [Signature Roster](#) (Form 7-56).*







# Chapter 5

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**SETUP OUTSIDE A POLLING PLACE**

# Chapter At-a-Glance

## The poll worker will understand the tasks that must be completed outside a polling place

- Identify the signage to be posted outside prior to opening the polls.
- Identify the setup of curbside voting.

### POST SIGNAGE OUTSIDE A POLLING PLACE

The following forms must be provided to post prior to opening the polls. Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders. No person other than an election judge or clerk may post materials in a polling place or within 100-foot radius of the entrance to the polling place. A violation is a Class B misdemeanor.

Place each posting in the required area as instructed by the authority conducting the election. Pay close attention as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open or closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side.

Legally required postings are noted below with an asterisk \*.

	Precinct(s)/Vote Centers Vote(s) Here
<input type="checkbox"/>	<b>Purpose:</b> Signs let people know that they are in the correct place to vote.  <b>Location:</b> The authority conducting the election may require signage posted outside the polling place.
	Disabled Access Postings
<input type="checkbox"/>	<b>Purpose:</b> Indicates the direction of an unobstructed path to nearest accessible entrance for voter with disabilities.  <b>Location:</b> The authority conducting the election may require signage posted outside the polling place.

<input type="checkbox"/>	<b><u>Distance Marker (Form 7-35)*</u></b>	[Secs. 32.075(e), 61.003, 62.010]
	<b>Purpose:</b> To mark boundaries within which loitering and electioneering are prohibited.	
	<b>Location:</b> Post 100 feet in each direction from all entrances through which voters may enter the building in which the polling place is located.	
<input type="checkbox"/>	<b><u>Curbside Distance Marker (Form 7-45)*</u></b>	[Secs. 61.003, 62.010, 64.009, 85.036]
	<b>Purpose:</b> To mark boundaries within which loitering and electioneering are prohibited.	
	<b>Location:</b> Post one in each direction from the parking space designated for curbside voting.	
<input type="checkbox"/>	<b><u>Notice of Voting Order Priority (Form 7-38)*</u></b>	[Sec. 63.0015]
	<b>Purpose:</b> To inform voters with a physical condition that hinders their ability to stand in a line, that they and their assistant, if any, are authorized to receive expedited voting.	
	<b>Location:</b> Post in prominent locations at every entrance where voters waiting to vote can see it. Contact the authority conducting the election for exact placement details, including where voters form lines.	
<input type="checkbox"/>	<b><u>Notice of Total Number of Voters Who Have Voted (Form 7-24)*</u></b>	[Sec. 61.007(c)]
	<b>Purpose:</b> Public notice of voter turnout throughout election day.	
	<b>Location:</b> Post only on <b>election day</b> at an outside door through which a voter may enter the building in which the polling place is located, at two-hour intervals beginning at 9:30 a.m. and running through 5:30 p.m.	
<input type="checkbox"/>	<b><u>Prohibition of Certain Devices Within a Room In Which Voting Is Taking Place (Form 7-39)*</u></b>	[Secs. 33.051, 61.014, 62.0111]
	<b>Purpose:</b> Public notice of prohibition of use of certain wireless devices.	
	<b>Location:</b> Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.	
<input type="checkbox"/>	<b><u>Notice of Acceptable Identification (Form 7-47 and Form 7-48)*</u></b>	[Secs. 33.051, 61.014, 62.0111]
	<b>Purpose:</b> To inform voters which forms of identification are acceptable in order to be able to vote.	
	<b>Location:</b> Post both the English and Spanish versions on the outside door of the polling place.	



**Curbside Voting Sign - Notification by Phone Number (Form 7-43) or**  
**Curbside Voting Sign - Notification by Ringing Bell (Form 7-44)\***

[Secs. 62.013, 64.009, 104.004]

**Purpose:** To alert voters, who may be unable to enter the polling place, that there is an option to vote curbside by 1) providing a telephone number that voters can call or text to request assistance from an election officer or 2) pushing a button or using an intercom to request assistance from an election officer. To alert individuals that electioneering is prohibited within 20 feet of the curbside voting space.

**Location:** An election officer at the polling place must put the sign at the appropriate place, in the parking lot or drive, to notify voters that there is a designated space for curbside voting and that electioneering is prohibited.

***For Primary Elections***

[Secs. 171.0221, 127.126(g-1), 172.127, 172.1111]

- *Party signage may be displayed above the polling place entrance. However, only signs authorized by the Texas Election Code may be displayed inside a polling place. If the county distributes signs for one political party, signage for the other political party should also be posted as applicable.*
- *If a precinct chair position is uncontested due to only one candidate filing, the election for that office is not held. In this case, the county chair must prepare a [Notice of Precinct Chair Elected](#) (Form 18-5). This sign must be prominently displayed within the polling place.*
- *A [Notice of Precinct Convention](#) (Form 18-14)\* must be posted on every entrance to the polling place during both early voting and on election day.*
- *A sign for joint primary elections so a voter may indicate, without verbalizing, the voter's choice by pointing to which party's ballot the voter chooses. The sign must be posted beside the [Signature Roster](#) (Form 7-56).*

## CURBSIDE VOTING AREA

Voters who are physically unable to enter the polling place without assistance or likelihood of injuring his or her health, are entitled to curbside voting.<sup>18</sup> Curbside voting must be available at **all** polling places during early voting and on election day. Election judges and/or clerks are prohibited from questioning the voter's disability or need for curbside voting.

Each polling place must designate a reserved area equivalent to at least one parking space in size. The location must be **separate** from designated accessible parking spaces, which are reserved for vehicles displaying disability placards or license plates. Ensure clear and visible signs are posted near the parking space explaining the process for a voter to request assistance from election officers (see [Post Signage Outside a Polling Place](#)).

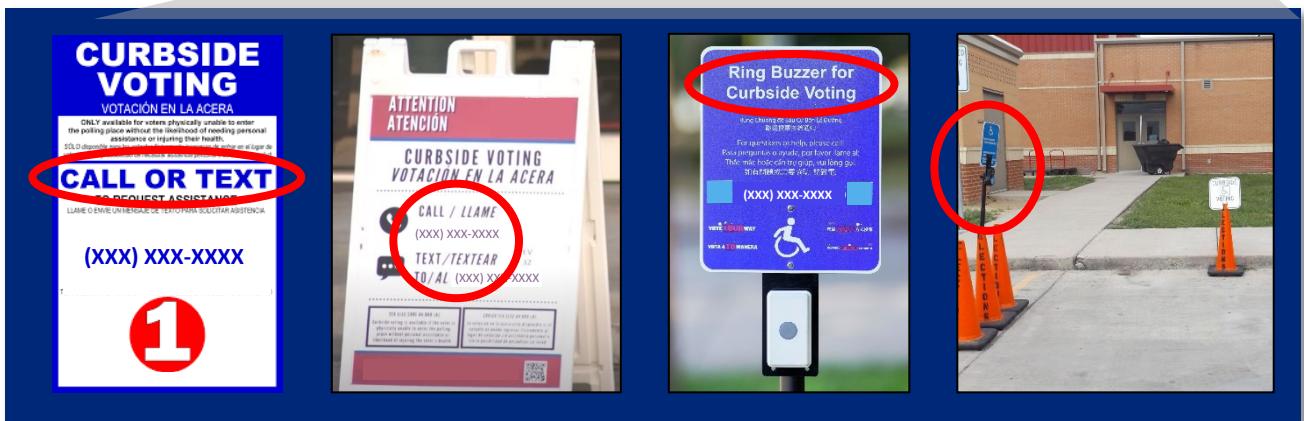
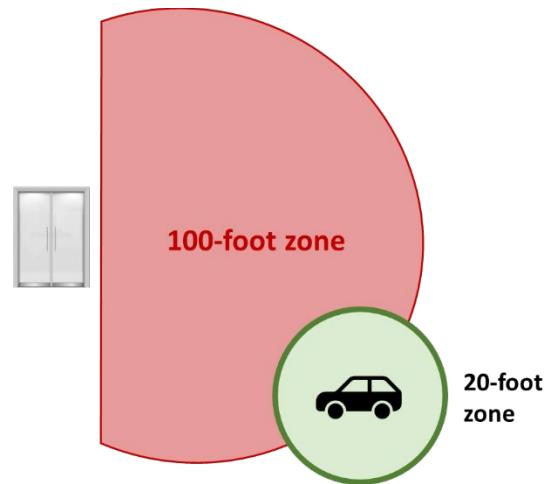


<sup>18</sup> See the Secretary of State's [election advisory on changes to accessibility requirements](#) for additional information.

When people use curbside, their vehicle becomes the voting booth. A person commits an offense if during the voting period an individual loiters or electioneers within 20 feet of a parking space designated for curbside voting.<sup>19</sup>

Upon request, election judges and/or clerks must deliver a paper ballot or voting machine to the voter at the polling place entrance or curb. However, before an election officer delivers a ballot to a curbside voter, the voter must complete and sign a [Curbside Voter Statement](#) (Form 7-66) attesting that they are physically unable to enter the polling place or are requesting a reasonable accommodation. **The form must be delivered to the SOS as soon as practicable.**

If an individual is transporting a voter to the curbside voting station, the accompanying individual may receive a regular ballot without having to sign the affidavit. An election officer **must** ask the person providing transportation whether they have assisted seven or more curbside voters during the voting period. If the person answers yes, then the person must fill out [Information of Person Who Provided Transportation to a Total of Seven or More Curbside Voters During Early Voting and Election Day](#).<sup>20</sup> **The form must be delivered to the SOS as soon as practicable.**



<sup>19</sup> HB 521 (2025, R.S.) amended Section 61.003 of the Texas Election Code to prohibit loitering and electioneering within 20 feet of the designated curbside space.

<sup>20</sup> HB 521 (2025, R.S.) amended Section 64.009 of the Texas Election Code as it relates to transporting multiple curbside voters to a polling location.

Curbside voters are entitled to the same procedures and accommodations as other voters with respect to qualifying and use of accessible voting system equipment:

- If an ePollbook is used to qualify voters, you must bring it to curbside voters.
- If an **electronic voting system** is the primary method of voting, you must provide that system to all voters, whether they are voting curbside or in the polling place. Hand-marked paper ballots may not be used at a polling place that uses an electronic voting system.
- If **hand-marked paper ballots** are the primary method of voting and an electronic voting system is used for accessibility purposes, you may offer paper ballots to curbside voters, but should be prepared to provide an electronic voting system for any curbside voters.

Follow any additional instructions provided by the authority conducting the election for curbside voting.

[Secs. 64.009, 104.004, 123.005]





# Chapter 6

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**OPENING A POLLING PLACE**

# Chapter At-a-Glance

## The poll worker will understand the procedures to open a polling place

- Describe the procedures to open the polling place.
- Describe how to prepare official ballots if using paper or optical/digital scan ballots.

## OPENING THE POLLING PLACE

### ePollbook and MiFi

Follow instructions provided by the authority conducting the election for setting up each ePollbook. If you do not have instructions on how to set up the equipment or experience any technical issues, notify the election authority as soon as possible. The following steps may be different for each voting system vendor.

1. If each ePollbook and MiFi was placed into a supply cabinet/carrier overnight, verify the seal.
  - a. Document chain of custody.
2. Turn on each ePollbook and follow instructions provided by the election authority.

### Official List of Registered Voters (OLRV)

Follow instructions provided by the authority conducting the election for using a paper form of Official List of Registered Voters (OLRV). Place the OLRV on the check-in table ready to qualify voters.

1. Confirm the list of registered voters reflects the correct assigned precincts.
2. Prepare a few combination forms pre-filled with election details (i.e., name, date, polling place).
  - a. **Early Voting:** [Combination Form for Early Voting By Personal Appearance - Application, Poll List, Affidavits](#) (Form 7-61)
  - b. **Election Day:** [Combination Form](#) (Form 7-59)



## *Combination Form for Early Voting by Personal Appearance* (Form 7-61)

If not using an ePollbook, this form serves as the poll list of voters appearing to vote in person during **early voting**.

Line Ref #	Voter Assistant - Include: Name, Address of Assistant If more lines are needed, use the back of this form. Asistente del Votante - Incluya: Nombre, Dirección del Asistente Si necesita más líneas, utilice el reverso de este formulario.				Check If Applicable Marque si Correspondre		COMBINATION FORM and Early Voting Roster		Form 7-02 Prescribed by the Secretary of State Sections 63.001, 63.011, 63.002, 63.003, 63.004, 63.006, 63.009, 63.011, 63.011, 64.032, 61.002, 85.031, 87.121, 162.004, Texas Election Code 1/2024	
Location Sitio	Date of Election Fecha de Elección		Type of Election Tipo de Elección							
Registered Pct. #	UUID	Poll List Lista de Votantes	Address of Voter Dirección del Votante	Reas, Inc. Dec. 63.001(i)	Similar Name 63.001(i)(6)	Provisions 63.011	Not on List 63.006		✓	Signature Firma
10								10		
9								9		
8								8		
7								7		
6								6		
5								5		
4								4		
3								3		
2								2		
1								1		

**Sign Below Firm in ink only**

**Authority Conducting the Election**

## Who Completes the Form

## Election Officer (Green)

**Voter  
(Tan)**

Authority Conducting  
the Election or Any  
Election Officer  
(Blue)

## Voter's Assistant (Purple)

## *Combination Form for Election Day* (Form 7-59)

If not using an ePollbook, this form serves as the poll list of voters appearing to vote in person on **election day**.

## Who Completes the Form

## Election Officer (Green)

Voter  
(Tan)

Authority Conducting  
the Election or Any  
Election Officer  
(Blue)

## Voter's Assistant (Purple)



## **Ballot Marking Devices**

Follow instructions provided by the authority conducting the election for setting up each piece of equipment. If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. On **election day**, two election officers must work together to perform all chain of custody tasks on each piece of voting equipment. The following steps may be different for each voting system vendor.

1. The election judge must inspect each Ballot Marking Device (BMD) to ensure that all locks and seals are properly affixed to the devices.
2. The election judge must verify and document the serial numbers of the equipment in use at the polling place.
  - a. Look for evidence of tampering.
3. Use the toggle switch to turn the surge protector on.
4. Once the BMD is on, follow specific instructions provided by the authority conducting the election.
  - a. Check the accuracy of the date and time on applicable equipment.
5. Periodically check for evidence of tampering during the election. Ensure the uniquely identified tamper-resistant or tamper-evident seal is still intact.

## **Ballot Tabulator/Ballot Box**

### ***Ballot Tabulator***

Follow instructions provided by the authority conducting the election regarding whether to set up the ballot tabulator the day prior or the morning of opening the polling place. If you do not have instructions on how to set up the equipment or experience any technical issues, notify the election authority as soon as possible. On **election day**, two election officers must work together to perform all chain of custody tasks on each piece of voting equipment. The following steps may be different for each voting system vendor.

1. The election judge must inspect the ballot tabulator to ensure that all locks and seals are properly affixed to the ballot tabulator.
2. The election judge must verify and document the serial numbers of the equipment in use at the polling place.
  - a. Look for evidence of tampering.
3. Use the toggle switch to turn the surge protector on.
4. Once the ballot tabulator is on, follow specific instructions provided by the authority conducting the election.
  - a. Check the accuracy of the date and time on applicable equipment.
  - b. Print zero tapes and verify each candidate or measure on the tape is set to zero.
  - c. The presiding judge and alternate judge, and not more than two poll watchers, if present, must sign the zero tape.
  - d. The zero tapes must be placed in a secure location to be returned with the election records.
5. Set out "I Voted" stickers.
6. Periodically check for evidence of tampering during the election. Ensure the uniquely identified tamper-resistant or tamper-evident seal is still intact.

[1 T.A.C. Sec. 81.52]



### *Ballot Box (Paper Ballots)*

Follow instructions provided by the authority conducting the election.

1. Open and inspect the ballot box to ensure it is empty.
2. Apply and verify all seals.
  - a. Document chain of custody.
3. Set out "I Voted" stickers
4. Periodically check for evidence of tampering during the election. Ensure the uniquely identified tamper-resistant or tamper-evident seal is still intact.

If you are going to be hand-counting the regular paper ballots during the day, you will have received more than one ballot box to rotate in and out of the polling place. Ballot Boxes Nos. 1 and 2 are used on a rotating basis for the deposit of ballots by the voters. Lock Ballot Box No. 1 and place it in the area established for depositing voted ballots. When either Ballot Box No. 1 or No. 2 containing marked ballots is delivered to the election officers counting the ballots, the other box must be immediately made available for the deposit of marked ballots. Each time the ballot boxes are changed, make sure the ballot box replacing the ballot box containing the voted ballots is empty and locked before it is put into place for use by voters.

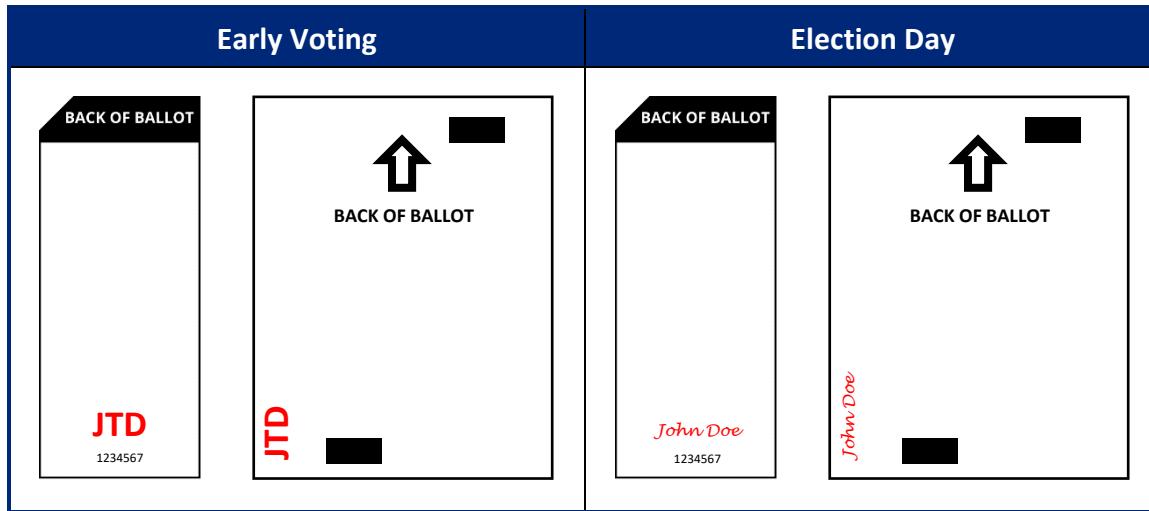
[Secs. 61.005(b), 62.006, 65.003, 125.005]

## **PREPARE OFFICIAL BALLOTS**

Follow instructions provided by the authority conducting the election. Before voters are handed official ballots, election judges or clerks must prepare the ballot paper by following these steps:

1. Election judges must record the number of ballots received:
  - a. **Early Voting:** [Register of Official Ballots for Early Voting in Main Location](#) (Form 7-14) or [Register of Official Ballots for Branch Early Voting](#) (Form 7-15)
  - b. **Election Day:** [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) or [Register of Official Ballots](#) (Form 7-23)
2. Locate the lowest range of numbered ballots from packs of ballots cards.
  - a. Do not open every pack unless needed.
3. Inspect the ballots to ensure they are properly printed and numbered.
4. Remove ballots that are not numbered or that are defectively printed, and count them.
  - a. Enter the number on the relevant Register of Official Ballots and place in Ballot Box No. 4.
5. Sign an adequate number of ballot paper. Numbers are determined by the authority conducting the election.
  - a. **Early Voting:** The early voting clerk must sign his or her initials (or a deputy early voting clerk/election clerk may use a signature stamp, if one is provided by the early voting clerk) on the **back** of each ballot paper. Follow the election authority's instructions for specific placement. Once signed, these are now Official Ballots. Place a number of the Official Ballots face down. Mix the ballots so they are not in numerical order. As voters take the ballots, election clerks should monitor the supply and replenish as necessary.

- b. **Election Day:** The presiding judge must sign his or her full name or use a signature stamp (or an election clerk may use a signature stamp, if one is provided by the judge) on the **back** of each ballot paper. Election clerks may not sign the presiding judge's name. Follow the election authority's instructions for specific placement. Once signed, these are now Official Ballots. Place a number of the Official Ballots face down. Mix the ballots so they are not in numerical order. As voters take the ballots, election clerks should monitor the supply and replenish as necessary.



6. Set aside an adequate number of Official Ballots to prepare as provisional ballots by writing or stamping "provisional" next to the early voting clerk's initials (early voting) or presiding judge's signature (election day) on the back. Additional provisional ballots may be replenished as necessary.

[Secs. 85.0311, 62.008]

## Register of Official Ballots (Form 7-23)

Used to reconcile the number of ballots received by the election judge and voted throughout election day.

7-23  
Prescribed by Secretary of State  
Section 65.013, Texas Election Code  
9/2023

Beginning # \_\_\_\_\_ to \_\_\_\_\_

---

### REGISTER OF OFFICIAL BALLOTS

Number of ballots received..... [Redacted]  
Number of ballots defectively printed..... [Redacted]  
Number of spoiled ballots returned by voter..... [Redacted]  
Number of unused ballots..... [Redacted]  
Number of ballots voted including provisional  
(as shown by number of voters on poll list)..... [Redacted]  
**TOTAL NUMBER OF BALLOTS ACCOUNTED FOR..... [Redacted]\***  
\*These two numbers should be equal.

Number of provisional ballots voted  
(as shown by number of voters on  
list of provisional voters)..... [Redacted]

I the undersigned, Presiding Judge of the Election held on the [Redacted] day of [Redacted], 20 [Redacted],  
at Election Precinct No. [Redacted] in [Redacted], Texas, do hereby  
certify that the above and foregoing statement of official ballots of said Election is true and  
correct, and that all ballots returned by me were locked in the appropriate ballot box as  
required by law.

WITNESS MY HAND this the [Redacted] day of [Redacted], 20 [Redacted].

[Redacted]  
Presiding Judge

NOTE: RETURN ORIGINAL COPY IN BALLOT BOX NO. 4 WITH UNUSED BALLOTS. PLACE OTHER  
COPY IN ENVELOPE NO. 3 ADDRESSED TO PRESIDING JUDGE.

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### Who Completes the Form

Election Officer  
(Green)

Authority Conducting  
the Election or Any  
Election Officer  
(Blue)







# Chapter 7

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QUALIFYING AND PROCESSING VOTERS

# Chapter At-a-Glance

## The poll worker will understand the procedures to qualify and check-in a voter

- Outline the steps to process a voter.
- Describe the List A and List B identification requirements.
- Outline the type of ballot a voter qualifies for.
- Identify the scenarios to qualify a voter and complete the check-in process
- Outline the process for handling a voter with acceptable form of photo identification or "E" notation (scenario one).
- Outline the process for handling a voter who does not possess and cannot reasonably obtain an acceptable form of photo identification (scenario two).
- Describe how to complete a Reasonable Impediment Declaration (RID).
- Outline the process for handling a voter whose name on the acceptable form of identification does not match voter's name on the OLRV or on the screen of the ePollbook (scenario three).
- Describe how to complete a Statement of Residence (SOR).
- Outline the process for handling a voter who has moved (scenario four).
- Outline the process for handling a voter with acceptable form of photo identification, but his or her name is not on the OLRV or on the screen of the ePollbook (scenario five).
- Describe how to complete the Registration Omissions List.
- Outline the process for handling a voter without a voter registration certificate and not on the OLRV or on the screen of the ePollbook (scenario six).
- Outline the process for handling a provisional voter (scenario seven).
- Describe how to complete the Notice to Provisional Voter (No ID).
- Describe the Notice to Provisional Voter.
- Describe how to complete the Affidavit of Provisional Voter Envelope.



**The poll worker will understand the procedures to qualify and check-in a voter**

- Describe how to complete the Notice of Outcome to Provisional Voter.
- Describe how to complete the Early Voting List of Provisional Voters.
- Describe how to complete the Election Day List of Provisional Voters.
- Outline the process for canceling a ballot by mail (scenario eight).
- Describe how to complete the Request to Cancel Ballot by Mail for Use in the Polling Place.
- Describe how to complete the Register of Surrendered Ballots by Mail.
- Describe how to complete the Notice of Improper Delivery.
- Describe how to complete the Notice of Surrendered Ballot by Mail.

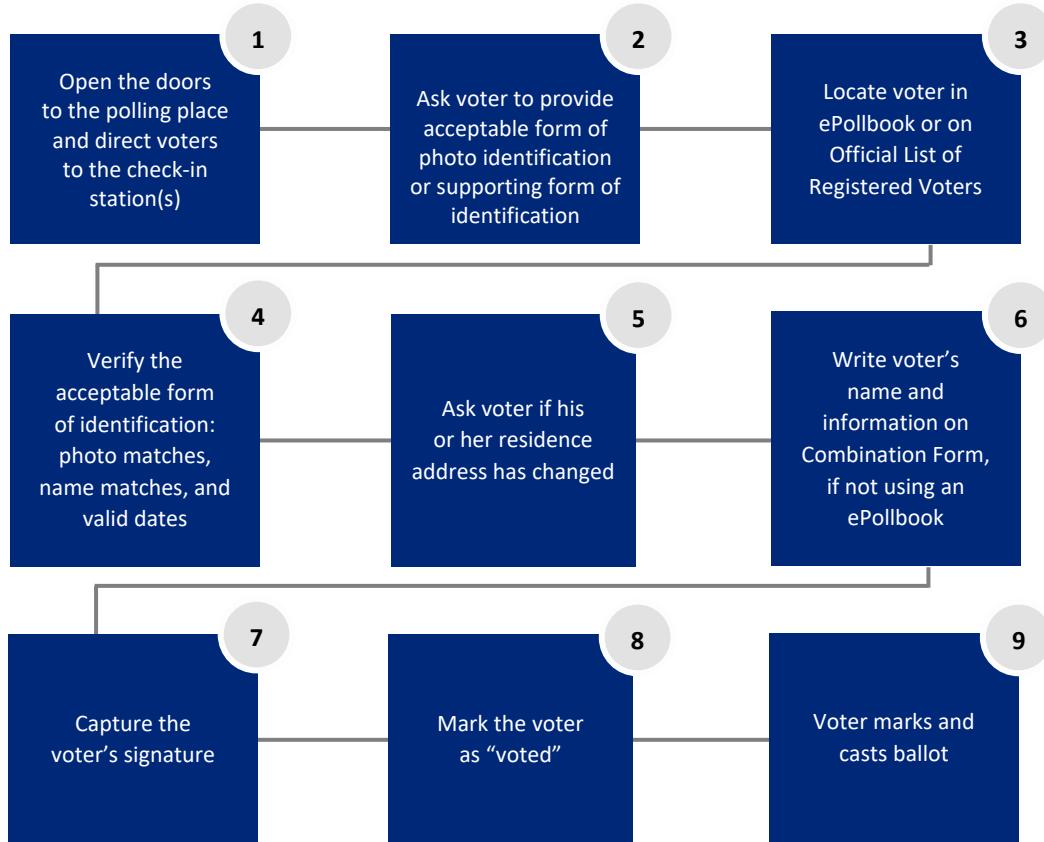
**The poll worker will understand the rules regarding curbside voting**

- Identify the process to assist a voter with curbside voting.
- Describe how to complete the Information of Person Who Provided Transportation to a Total of Seven or more Curbside Voters During Early Voting and Election Day

**The poll worker will understand the guidelines for limited ballots, spoiled ballots, canceling a check-in, and other types of ballots**

- Outline the process for limited ballots.
- Identify the process for spoiled ballots, including abandoned ballots and fleeing voters.
- Describe how to complete the Register of Spoiled Ballots.
- Identify the process for canceling a check-in.
- Identify the process for presidential ballots.
- Identify the process for other ballots, including emergency early voting ballot due to sickness or physical disability and emergency ballot due to death in family.
- Identify the process for using emergency ballots.

## STEPS TO PROCESS A VOTER



## IDENTIFICATION REQUIREMENTS

As poll workers, it is your responsibility to ensure each voter is qualified to vote and understand what type of ballot the voter requires. The State of Texas has thorough guidelines and processes to ensure everyone has an opportunity to vote and that each vote is a valid vote. It is essential that you follow these processes to protect the integrity of the election.

After the voter arrives at a polling place, ask him or her to present an acceptable form of photo identification (List A). If a voter states that he or she does not have an acceptable form of photo identification, ask the voter if he or she can reasonably obtain an acceptable form of photo identification. If the voter states he or she cannot reasonably obtain an acceptable form of photo identification due to it being lost, stolen, suspended, expired, or otherwise invalid, you may not question the reasonableness of his or her circumstances. Instead, ask the voter if they have a supporting form of identification (List B). The following pages highlight identification requirements for voting:

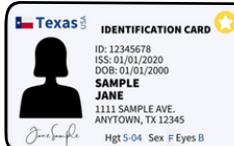




# ACCEPTABLE FORMS OF PHOTO IDENTIFICATION (LIST A)



Texas Driver License  
Issued by DPS



Texas Personal Identification  
Card issued by DPS



License to Carry a Handgun  
issued by DPS



Texas Election Identification  
Certificate issued by DPS



United States Passport  
(book or card)



United States Military  
Identification Card containing  
the person's photograph



United States Citizenship Certificate/Certificate of Naturalization  
containing the person's photograph

## VOTERS AGED 18-69

Identification must be current\* or  
expired for no more than 4 years

\*U.S. Citizenship Certificate does not expire

## VOTERS AGED 70 OR OLDER

Identification may be expired for any length  
of time if the identification is otherwise valid

\*U.S. Citizenship Certificate does not expire

The authority conducting the election may authorize you to access electronically readable information on a driver's license or personal identification card for proof of identification when determining whether a voter must be accepted for voting.

If an election judge cannot reasonably determine that the identification presented by the voter matches the name in the OLRV or in the ePollbook, the voter must vote a provisional ballot.

### Addresses Do Not Have to Match

You should not compare the address on the identification to the address on the official list of registered voters (OLRV) or in the ePollbook. You are only required to confirm that the address on the OLRV or in the ePollbook is correct.



## SUPPORTING FORMS OF IDENTIFICATION (LIST B)

- Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate. Other examples include, but are not limited to:
  - Driver license from another state; identification card issued by federally recognized Native American tribe (if the identification card contains an address); DPS receipt (without a photo); expired voter registration certificate; and, for voters aged 18-69, expired Texas DPS-issued driver license or personal identification card (over 4 years)).
- Copy of or original current utility bill.
- Copy of or original bank statement.
- Copy of or original government check.
- Copy of or original paycheck.
- Copy of or original of:
  - A certified domestic (from a U.S. state or territory) birth certificate; or
  - A document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).

*Note:* Social security cards, college identification cards, state/federal employee identification cards, and library cards are not supporting forms of identification to vote.

**If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and presents a List B identification at the polling place:**

1. He or she must complete a Reasonable Impediment Declaration (RID). The voter will then return the completed RID to the election officer along with their supporting form of identification.
2. An election judge must date and sign the RID in the designated space. Election officers then:
  - Document which supporting identification was presented;
  - Enter the voter's VUID or affix a sticker with this information;
  - Note on the Combination Form that the RID was used by the voter; and
  - Complete the Date of Election and Location fields.

A signed RID must be rejected only upon conclusive evidence that the person completing the RID is not the person in whose name the ballot is cast.

**If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and does not present a List B identification at the polling place OR does not possess but can obtain a List A identification and wishes to vote\*:**

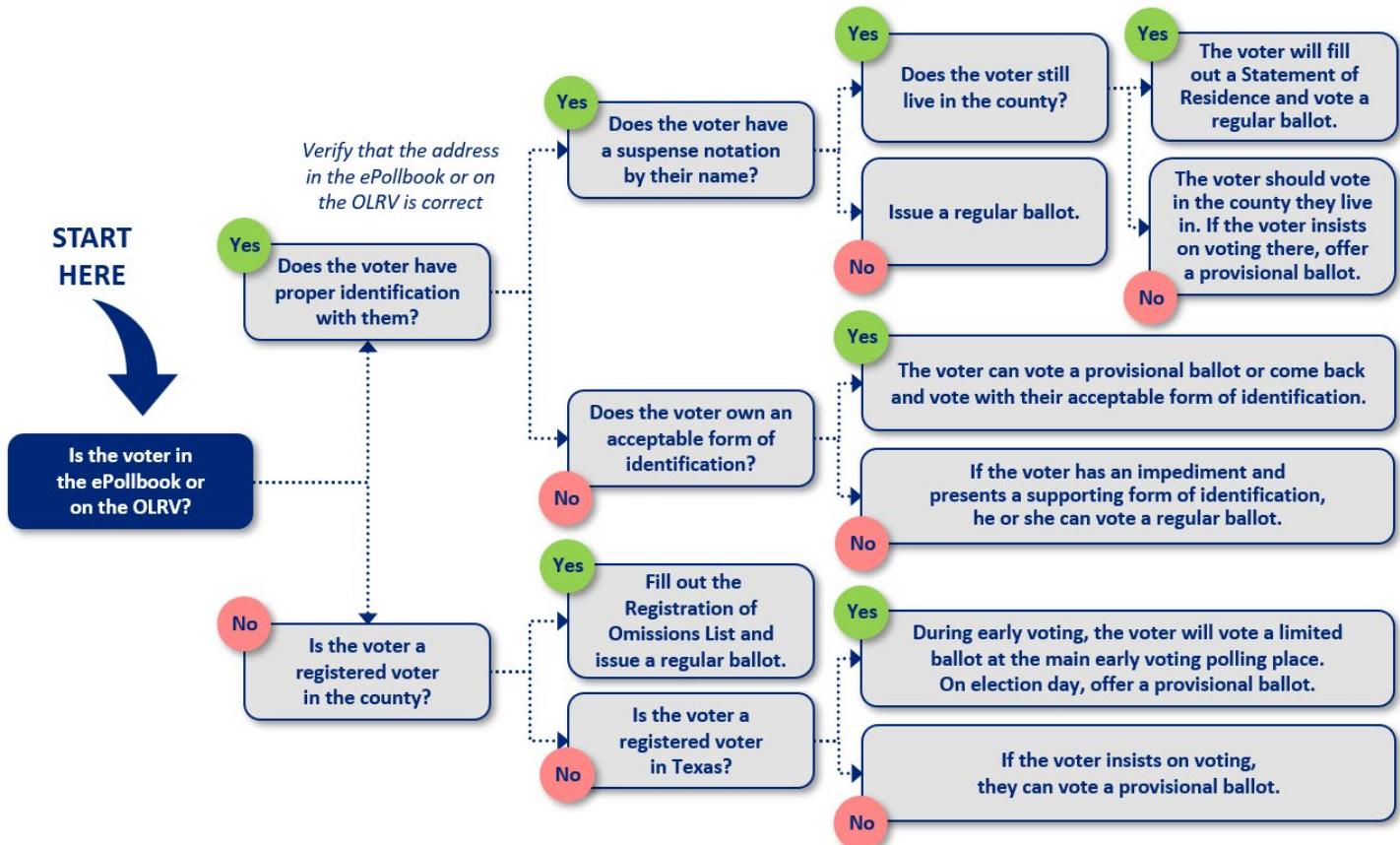
1. He or she must be offered a provisional ballot. The election judge should follow the provisional voting procedure outlined below in Scenario Seven.
2. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within six calendar days of election day and:
  - Present an acceptable form of photo identification;
  - Show a supporting form of identification and complete a RID; or
  - Qualify for one of the exemptions (e.g., disability, natural disaster, religious objection to being photographed).

\*If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and does not present a List B identification at the polling place, he or she may opt to leave and return at a later time before the polls close with a List B identification and vote a regular ballot after completing a RID at that time.

## COMMON TYPES OF BALLOTS

- **Regular Ballot**—The most common type of ballot issued.
- **Provisional Ballot**—In 2002, the Help America Vote Act required that provisional ballots be offered to any voter who declared that they are a registered and eligible voter of the precinct in which they are appearing; and any voter whose eligibility is called into question by an election officer (e.g., shown to have voted early by mail). Provisional ballots are issued when a voter is not eligible to vote a regular ballot.
- **Limited Ballot**—A registered voter who has moved from the county in which he or she is registered to a new county of residence in Texas, and who will not be registered to vote in the new county on or before election day, may be eligible to vote a limited ballot in the new county of residence. Limited ballots are only available during **early voting at the main early voting place**.

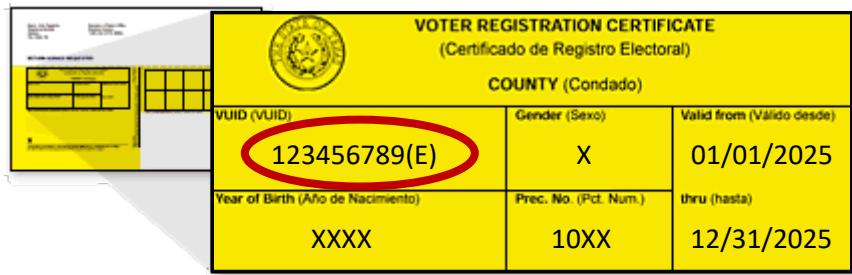
Use the decision tree below to guide you through which of the three common types of ballots a voter qualifies for:



## NOTATIONS/VOTER FLAGS

### “E” Notation

If the voter presents the voter’s current voter registration certificate that has a notation of an “E” after the VUID number, it is not necessary for the voter to present one of the List A forms of photo identification.



The notation means the voter has a disability and has applied for and received a permanent disability exemption from the voter registrar.

### “ID” Notation

If the voter has a notation of an “ID” in the OLRV or on the screen of the ePollbook, then the voter is required to show identification (i.e., List A, List B with a Reasonable Impediment Declaration) before voting. Once the voter has voted or provided proof of identification, the ID notation should no longer appear in the OLRV or on the screen of the ePollbook.

### “S” Notation

A photograph of a "STATEMENT OF RESIDENCE" form. The form is a white document with black text and several checkboxes. A red circle highlights the letter "S" in the "Reason for Notation" section. The form includes sections for "Last Name", "First Name", "Middle Name", "Residence Address", "Mailing Address", "Previous Residence Address", and "Social Security Number". There are also sections for "Date of Birth", "Phone Number", and "Signature".

If the voter has a notation of an “S” in the OLRV or on the screen of the ePollbook, then the voter is on suspense. This can happen for several reasons, including:

- The voter registrar had mail returned to them after trying to contact the voter;
- There is an error with the address in the authority conducting the election’s system; or
- The address is incomplete.

### “Voted Early,” “Early,” or “EV” Notation

If the voter has a notation of “Voted Early,” “Early,” or “EV” in the OLRV or on the screen of the ePollbook, then the voter has voted early in person and may not vote in person on election day. If the voter insists on voting, you may offer a provisional ballot.



## **“ABBM” or “AM/AB” Notation**

If the voter has a notation of “ABBM” or “AM/AB” in the OLRV or on the screen of the ePollbook, it means the voter was sent a ballot by mail. An election judge may allow a voter who received a mail ballot, but did not return that ballot, to vote a provisional ballot.

## **SCENARIOS TO QUALIFY A VOTER**

Identify the voter’s specific situation from the scenarios below, then follow the corresponding steps to process the voter. Contact the authority conducting the election about specific processes.

<b>Scenario</b>	
<u><a href="#">One</a></u>	Voter Has Acceptable Form of Photo Identification or “E” Notation Voter
<u><a href="#">Two</a></u>	Voter Does Not Possess and Cannot Reasonably Obtain an Acceptable Form of Photo Identification
<u><a href="#">Three</a></u>	Voter’s Name on Acceptable Form of Identification Does Not Match Voter’s Name on OLRV/ePollbook
<u><a href="#">Four</a></u>	Voter Has Moved
<u><a href="#">Five</a></u>	Voter with Voter Registration Certificate and Not on OLRV/ePollbook
<u><a href="#">Six</a></u>	Voter Without Voter Registration Certificate and Not on OLRV/ePollbook
<u><a href="#">Seven</a></u>	Provisional Voter
<u><a href="#">Eight</a></u>	Canceling a Ballot by Mail

## Scenario One: Voter Has Acceptable Form of Photo Identification or “E” Notation Voter

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a notation of an “E” after the VUID number on the voter registration certificate.
- ✓ Is listed in the OLRV, or on the screen of the ePollbook.
- ✓ The voter’s name on the identification exactly matches the name in the OLRV or on the screen of the ePollbook.
- ✓ Has not moved.

<b>STEP 1</b>	Have the voter confirm residence address in the OLRV, or on the screen of the ePollbook. <sup>21</sup>
<b>STEP 2</b>	Return the acceptable form of identification presented by the voter to the voter.
<b>STEP 3</b>	<p>To complete voter check-in using a:</p> <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter’s name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter’s registered address.</li> <li>○ Have the voter sign.</li> </ul> </li> <li>• <b>Poll List and Signature Roster</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter’s name and VUID Number on the Poll List. <ul style="list-style-type: none"> <li>▪ During <b>early voting</b>, write or stamp “voted early,” “voted,” or place some other notation next to the voter’s name.</li> </ul> </li> <li>○ Have the voter sign the Signature Roster.</li> </ul> </li> </ul>
<b>STEP 4</b>	Have the voter select a regular ballot from the disarranged ballot supply.
<b>STEP 5</b>	Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election. <sup>22</sup>
<b>Primary Election Only</b>	<p><i>In a primary election, stamp the voter’s voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>23</sup> or combined notice of convention and certification of affiliation,<sup>24</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>25</sup></i></p>

<sup>21</sup> The voter’s address may not appear on the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence within the county.

<sup>22</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.

<sup>23</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>24</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>25</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.



**Primary  
Election  
Only**

*In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.*

*In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.*

*A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an [Affidavit of Non-Participation and Affiliation](#) (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.*

[Secs. 15.003, 63.001, 63.0101, 63.0011, 63.002, 63.003, 64.001, 162.004, 162.014, 172.1114, 172.1141, 172.125]

## Scenario Two: Voter Does Not Possess and Cannot Reasonably Obtain an Acceptable Form of Photo Identification

### In this scenario, the voter:

- ✓ Does not possess and cannot reasonably obtain a List A acceptable form of photo identification.
- ✓ Has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification.
- ✓ Presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed in the OLRV, or on the screen of the ePollbook.
- ✓ The voter's name on the identification exactly matches the name in the OLRV or on the screen of the ePollbook.
- ✓ Has not moved.

STEP 1	Provide the voter with a Reasonable Impediment Declaration (RID) (Form 7-62 <a href="#">English</a> or <a href="#">Spanish</a> ). Ask the voter to complete the RID by writing his or her name, indicating at least one reasonable impediment, and signing and dating the Declaration. The completed RID should be returned to the election official who must: <ol style="list-style-type: none"> <li>1. Enter the date and sign on the space provided;</li> <li>2. Indicate which supporting form of identification was presented;</li> <li>3. Fill in the voter's VUID in the appropriate box or affix a sticker that contains the information across the box; and</li> <li>4. Complete the Location and Date of Election fields.</li> </ol>
STEP 2	Have voter confirm residence address in the OLRV, or on the screen of the ePollbook. <sup>26</sup>
STEP 3	Return the acceptable form of identification presented by the voter to the voter.
STEP 4	To complete voter check-in using a: <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter's registered address.</li> <li>○ Have the voter sign.</li> </ul> </li> <li>• <b>Poll List and Signature Roster</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number on the Poll List.               <ul style="list-style-type: none"> <li>▪ During <b>early voting</b>, write or stamp "voted early," "voted," or place some other notation next to the voter's name.</li> </ul> </li> <li>○ Have the voter sign the Signature Roster.</li> </ul> </li> </ul>
STEP 5	Have the voter select a regular ballot from the disarranged ballot supply.
STEP 6	Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election. <sup>27</sup>
STEP 7	<b>Early Voting:</b> Follow instructions provided by the authority conducting the election for where to return the completed RID.

<sup>26</sup> The voter's address may not appear on the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence within the county.

<sup>27</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.



STEP 7	<p><b>Election Day:</b> Return the completed RID to the general custodian of election records in Envelope No. 2.</p>
<p><b>Primary Election Only</b></p>	<p><i>In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>28</sup> or combined notice of convention and certification of affiliation,<sup>29</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>30</sup></i></p> <p><i>In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.</i></p> <p><i>In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.</i></p> <p><i>A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an <a href="#">Affidavit of Non-Participation and Affiliation</a> (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.</i></p>

[Secs. 63.001, 63.002(c), 63.003(c), 63.004(a), 64.001, 162.004(a-1) & (b), 162.014, 172.1114, 172.1141, 172.125]

<sup>28</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>29</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>30</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.

### *Reasonable Impediment Declaration (Form 7-62 [English](#) or [Spanish](#))*

Allows a person to vote if he or she appears in the OLRV or on the screen of the ePollbook but does not possess a List A acceptable form of photo identification and cannot reasonably obtain an acceptable form of photo identification, but the voter presents a List B supporting form of identification.

7-62  
Prescribed by Secretary of State Section  
63.001(a), Texas Election Code  
9/2023

**REASONABLE IMPEDIMENT DECLARATION**

**TO BE COMPLETED BY VOTER**

Name: \_\_\_\_\_

**VOTER'S DECLARATION OF REASONABLE IMPEDIMENT**

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check at least one box below)

Lack of transportation  Disability or illness  
 Lack of birth certificate or other documents needed to obtain acceptable form of photo ID  Family responsibilities  
 Work schedule  Acceptable form of photo ID applied for but not received  
 Lost or stolen identification

The reasonableness of your impediment cannot be questioned.

X \_\_\_\_\_  
Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
[VUID (Voter Unique Identification Number)]

Presiding Judge/County Voter Registrar (if applicable)

**TO BE COMPLETED BY ELECTION OFFICIAL**

The voter provided a copy or original of one of the following forms of identification:

\_\_\_\_\_ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)  
\_\_\_\_\_ Current utility bill  
\_\_\_\_\_ Bank statement  
\_\_\_\_\_ Government check  
\_\_\_\_\_ Government document that shows the voter's name and an address (including the voter's voter registration certificate)  
\_\_\_\_\_ Paycheck

Location: \_\_\_\_\_ Date of Election: \_\_\_\_\_

### **Who Completes the Form**

**Election Officer  
(Green)**

**Voter  
(Tan)**



### Scenario Three: Voter's Name on Acceptable Form of Identification Does Not Match Voter's Name on OLRV/ePollbook

If the voter's name in the OLRV or on the screen of the ePollbook is not identical to the voter's name on his or her identification, determine if the names are **substantially similar**. A voter's name on the identification is considered substantially similar if one or more of the circumstances outlined below are present:

#### Slightly Different Name

The name on the identification is slightly different from one or more of the name fields on the OLRV or in the ePollbook or one or more of the name fields on the OLRV or in the ePollbook is slightly different from the name on the identification.

**Example:** OLRV—Dorris Miller; Marc Cuban  
Name on ID—Doris Miller; Mark Cuban

#### Customary Variation Name

The name on the identification or on the OLRV or in the ePollbook is a customary variation of the formal name on the matching document or list.

**Example:** OLRV—Esperanza Andrade; Sam Houston  
Name on ID—Hope Andrade; Samuel Houston

#### First, Initial, Middle, or Former Name

The voter's name on the identification contains a first, initial, middle, or former name that is not on the OLRV or in the ePollbook or the OLRV or ePollbook contains a first, initial, middle, or former name that is not on the identification.

**Example:** OLRV—Lyndon Johnson; Barbara Bush  
Name on ID—Lyndon Baines Johnson; Barbara Pierce

#### Different Field

A first name, middle name, former name, or initial of the voter's name occupies a different field on the identification form than a first name, middle name, former name, or initial of the voter's name on the OLRV or in the ePollbook.

**Example:** OLRV—Sandra Day; Beyonce Knowles-Carter  
Name on ID—Sandra Day O'Connor; Beyonce Knowles

When evaluating any of the above circumstances, compare the information on the identification to the voter's information in the OLRV or on the screen of the ePollbook (i.e., voter's residence address, date of birth).

<p><b>In this scenario, the voter:</b></p> <ul style="list-style-type: none"> <li>✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).</li> <li>✓ Is listed in the OLRV, or on the screen of the ePollbook.</li> <li>✓ The voter's name on the identification does not exactly match the name in the OLRV or on the screen of the ePollbook.</li> <li>✓ Has not moved.</li> </ul>	
<b>STEP 1</b>	Have voter confirm residence address in the OLRV, or on the screen of the ePollbook. <sup>31</sup>
<b>STEP 2</b>	Return the acceptable form of identification presented by the voter to the voter.
<b>STEP 3</b>	<p>To complete voter check-in using a:</p> <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter's registered address.</li> <li>○ The voter reads and initials the "Similar Name Affidavit" box, and the election officer checks the corresponding box.</li> <li>○ Have the voter sign.</li> </ul> </li> <li>• <b>Poll List and Signature Roster</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number on the Poll List. <ul style="list-style-type: none"> <li>▪ During <b>early voting</b>, write or stamp "voted early," "voted," or place some other notation next to the voter's name.</li> </ul> </li> <li>○ Have the voter sign the Signature Roster.</li> </ul> </li> </ul>
<b>STEP 4</b>	If the voter wishes to update his or her voter registration record to match the name on the identification, have the voter complete a <a href="#">Statement of Residence</a> (Form 21-6).
<b>STEP 5</b>	Have the voter select a regular ballot from the disarranged ballot supply.
<b>STEP 6</b>	Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election. <sup>32</sup>

<sup>31</sup> The voter's address may not appear on the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence within the county.

<sup>32</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.



<b>Primary Election Only</b>	<p><i>In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>33</sup> or combined notice of convention and certification of affiliation,<sup>34</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>35</sup></i></p> <p><i>In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.</i></p> <p><i>In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.</i></p> <p><i>A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an <a href="#">Affidavit of Non-Participation and Affiliation</a> (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.</i></p>
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[Secs. 15.003, 63.001, 63.0011, 63.0101, 63.002, 63.003(c), 64.001, 162.004(a-1) & (b), 172.1114; 1 T.A.C. Sec. 81.71]

<sup>33</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>34</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>35</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.

## Statement of Residence (Form 21-6)

Allows voters whose name appears on the list of returned voter registration certificates or who have moved within the county of the election to vote and to correct his or her address.

Instructions for Voting by Mail on Back (Al Dorso: Instrucciones si vota por correo)			
<p><b>21-6 (9/2025)</b> Prescribed by Secretary of State</p> <p><b>STATEMENT OF RESIDENCE</b> For persons whose residence address does not match voter registration address. CONSTANCIA DE DOMICILIO PERMANENTE</p> <p>Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.</p>			
<p>Last Name <small>Include suffix if any</small> Apellido Incluya el sufijo si lo hay (Jr., Sr., III)</p>	<p>First Name Primer Nombre</p>	<p>Middle Name (If any) Segundo nombre (si corresponde)</p>	<p>Former Name (If any) Apellido anterior (si corresponde)</p>
<p>Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you live. No P.O. Box, Rural Route, or business address.) Dirección de Residencia: Número y calle, Apt./Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vive. No use P.O. Box, Ruta Rural o Dirección de Negocios.)</p>		<p>Gender (Optional) Género (Opcional)</p> <p><input type="checkbox"/> Male Masculino</p> <p><input type="checkbox"/> Female Femenino</p>	
<p>Mailing Address: Street Address, Apt/Unit, City, State, and Zip Code. (If mail cannot be delivered to your residence address.) Dirección Postal: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (Si no se puede entregar el correo en su dirección de residencia.)</p>		<p>Date of Birth: month, day, year Fecha de Nacimiento: mes, dia, año</p> <p>□ / □ / □□□□</p>	
<p>Previous Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you lived.) Dirección de Residencia Anterior: Número y calle, Apt./Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vivía.)</p>		<p>Telephone Number (Optional) Include Area Code (Número de Teléfono (Opcional) – Incluya código de área)</p>	
<p>Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): Número de licencia de conducir de Texas (TX DL) o tarjeta de identificación de Texas (TX ID) (expedida por el Departamento de Seguridad Pública de Texas)</p> <p>□□□□□ / □□□□ / □□□□</p> <p><input type="checkbox"/> I have not been issued a TX DL or TX ID number, and the last four digits of my Social Security Number are: No se me ha expedido un número de licencia de conducir de Texas (TX DL) ni un número de identificación de Texas (TX ID), y los últimos cuatro dígitos de mi número de Seguridad Social son: XXX - XX - □□□□</p> <p><input type="checkbox"/> I have not been issued a TX DL, TX ID, or Social Security Number. No se me ha expedido un número de TX DL, TX ID, o de Seguridad Social.</p>			
<p>I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.</p> <p>• I am a resident of this county and a U.S. citizen; and</p> <p>• I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and</p> <p>• I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.</p> <p>• soy residente de este condado y ciudadano de los Estados Unidos; y</p> <p>• no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y</p> <p>• no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto.</p> <p><input checked="" type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">X</span> / /</p> <p>Signature of applicant or signature of agent and relationship to applicant or printed name of applicant (if signed by witness) (Firma del solicitante o firma del agente y relación con el solicitante o nombre impreso del solicitante (si está firmado por un testigo)</p>			

### Who Completes the Form

Voter  
(Tan)



## Scenario Four: Voter Has Moved

A registered voter who moves to a new precinct **within the same county** and hasn't updated their registration before the election can complete a [Statement of Residence](#) (Form 21-6) and vote at their former precinct polling place. The presiding judge can help voters confirm their polling place or find the correct one. This process is shown in Step 3 of this scenario. Our office highly recommends that you work with the authority conducting the election to determine the procedures for processing these voters.

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed in the OLRV, or on the screen of the ePollbook.
- ✓ The voter's name on the identification exactly matches the name in the OLRV or on the screen of the ePollbook.
- ✓ Has moved.

<b>STEP 1</b>	Have voter confirm residence address in the OLRV, or on the screen of the ePollbook. <sup>36</sup>	
<b>STEP 2</b>	Return the acceptable form of identification presented by the voter to the voter.	
<b>STEP 3</b>	<p><b>Voter With an "S" Notation</b></p> <ul style="list-style-type: none"><li>• Have the voter complete a <a href="#">Statement of Residence</a> (Form 21-6).</li><li>• Continue with Step 4 below.</li></ul> <p><b>Precinct Polling Place: Moved Within Precinct</b></p> <ul style="list-style-type: none"><li>• Ask the voter if he or she still resides within the county.</li><li>• Have the voter complete a <a href="#">Statement of Residence</a> (Form 21-6).</li><li>• Continue with Step 4 below.</li></ul> <p><b>Precinct Polling Place: Voter Moved Outside Precinct but Within the County and Shows up in Their New Precinct but Has Not Updated Their Voter Registration</b></p> <ul style="list-style-type: none"><li>• Ask the voter if he or she still resides within the county.</li><li>• Instruct the voter to go to the former polling place and complete a <a href="#">Statement of Residence</a> (Form 21-6) to receive a regular ballot.</li></ul>	<p><b>Countywide Polling Place: Moved Within County</b></p> <ul style="list-style-type: none"><li>• Have the voter complete a <a href="#">Statement of Residence</a> (Form 21-6).<ul style="list-style-type: none"><li>○ Once voter completes a Statement of Residence, they are required to receive a regular ballot for their <b>former</b> precinct.</li></ul></li><li>• Continue with Step 4 below.</li></ul> <p><b>Countywide Polling Place: Moved Outside County</b></p> <ul style="list-style-type: none"><li>• Contact the authority conducting the election for instructions.<ul style="list-style-type: none"><li>○ <b>Early Voting</b>—Inform the voter they may vote a limited ballot in the new county of residence.</li><li>○ <b>Election Day</b>—Inform the voter they may vote a provisional ballot since a limited ballot is not available on election day.</li></ul></li></ul>

<sup>36</sup> The voter's address may not appear on the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence within the county.

STEP 3	<p><b>Precinct Polling Place: Moved Outside County</b></p> <ul style="list-style-type: none"> <li>• Contact the authority conducting the election for instructions.             <ul style="list-style-type: none"> <li>○ <b>Early Voting</b>—Inform the voter they may vote a limited ballot in the new county of residence.</li> <li>○ <b>Election Day</b>—Inform the voter they may vote a provisional ballot since a limited ballot is not available on election day.</li> </ul> </li> </ul>	<p><b>Precinct and Countywide Polling Place: Moved into County (Voter Not Found in the OLRV or on the Screen of the ePollbook)</b></p> <ul style="list-style-type: none"> <li>• Contact the authority conducting the election for instructions.             <ul style="list-style-type: none"> <li>○ <b>Early Voting</b>—Direct the voter to the main early voting polling place to vote a limited ballot.</li> <li>○ <b>Election Day</b>—Inform the voter they may vote a provisional ballot since a limited ballot is not available on election day.</li> </ul> </li> </ul>
STEP 4	<p>To complete voter check-in using a:</p> <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter's registered address.</li> <li>○ Have the voter sign.</li> </ul> </li> <li>• <b>Poll List and Signature Roster</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number on the Poll List.                     <ul style="list-style-type: none"> <li>▪ During <b>early voting</b>, write or stamp "voted early," "voted," or place some other notation next to the voter's name.</li> </ul> </li> <li>○ Have the voter sign the Signature Roster.</li> </ul> </li> </ul>	
STEP 5	Have the voter select a regular ballot from the disarranged ballot supply.	
STEP 6	Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election. <sup>37</sup>	
Primary Election Only	<p><i>In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>38</sup> or combined notice of convention and certification of affiliation,<sup>39</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>40</sup></i></p> <p><i>In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.</i></p>	

<sup>37</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.

<sup>38</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>39</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>40</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.



<b>Primary Election Only</b>	<p><i>In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.</i></p> <p><i>A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an <a href="#"><u>Affidavit of Non-Participation and Affiliation</u></a> (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.</i></p>
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[Secs. 11.004, 15.003, 63.0011, 63.002, 63.003, 64.001, 112.001, 162.004(a-1) & (b), 172.1114]

## Scenario Five: Voter with Voter Registration Certificate and Not on OLRV/ePollbook

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Presents a voter registration certificate indicating that he or she is currently registered.
- ✓ Is not listed in the OLRV, or on the screen of the ePollbook.
- ✓ Has not moved.

STEP 1	<p>Contact the authority conducting the election regarding the voter's registration status.</p> <ul style="list-style-type: none"> <li>• <b>Precinct Polling Place</b>—If the voter is in the correct precinct, then the voter must be accepted for voting.</li> <li>• <b>Countywide Polling Place</b>—If the voter is registered to vote within the county, then the voter must be accepted for voting.</li> </ul>
STEP 2	<p>Return the acceptable form of identification presented by the voter to the voter.</p>
STEP 3	<p>To complete voter check-in using a:</p> <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter's registered address.</li> <li>○ The voter reads and initials the "Not on List 63.006" box, and the election officer checks the corresponding box.</li> <li>○ Have the voter sign.</li> </ul> </li> <li>• <b>Poll List and Signature Roster</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number on the Poll List. <ul style="list-style-type: none"> <li>▪ During <b>early voting</b>, write or stamp "voted early," "voted," or place some other notation next to the voter's name.</li> </ul> </li> <li>○ Have the voter sign the Signature Roster.</li> </ul> </li> </ul>
STEP 4	<p>Enter the voter's name on the <a href="#">Registration Omissions List</a> (Form 21-59).</p>
STEP 5	<p>Have the voter select a regular ballot from the disarranged ballot supply.</p>
STEP 6	<p>Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election.<sup>41</sup></p>

Check if Applicable		COMBINATION FORM and Early Voting Roster	
Marque si Com		Si el votante no puede firmar su nombre, una razón para la cual el votante no puede firmar la marca de Verificación y anote la razón en el espacio de firma.	
Res. Inv. Dec. 63.006(a)	Similar Name 63.006(a)	Provisional 63.011	Not on List 63.006
If the voter cannot sign the voter's name, an alternative name or a reason for the voter's inability to sign the roster.		Si el votante no puede firmar su nombre, una razón para la cual el votante no puede firmar la marca de Verificación y anote la razón en el espacio de firma.	
ABC		ABC	
Voter's Name		Address	
Signature		Signature	
Date		Date	
Auth.		Auth.	

<sup>41</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.



<b>Primary Election Only</b>	<p><i>In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>42</sup> or combined notice of convention and certification of affiliation,<sup>43</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>44</sup></i></p> <p><i>In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.</i></p> <p><i>In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.</i></p> <p><i>A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an <a href="#">Affidavit of Non-Participation and Affiliation</a> (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.</i></p>
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**Note:** If the voter **does not present a voter registration certificate** indicating that he or she is currently registered, follow the steps below in [Scenario Six](#).

[Secs. 15.003, 15.022, 16.037, 63.001, 63.002, 63.0051, 63.006, 64.001, 63.006(a) & (b), 162.004(a-1) & (b), 172.1114]

<sup>42</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>43</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>44</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.

## *Registration Omissions List* (Form 21-59)

Advises the voter registrar that further review is required for voters who voted with a voter registration certificate but were not in the OLRV or on the screen of the ePollbook. Omissions voters must have proper documentation and should be verified with the voter registrar prior to being permitted to vote.

## Who Completes the Form

## Election Officer (Green)

## Authority Conducting the Election or Any Election Officer (Blue)



## Scenario Six: Voter Without Voter Registration Certificate and Not on OLRV/ePollbook

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Does not present a voter registration certificate indicating that he or she is currently registered.
- ✓ Is not listed in the OLRV, or on the screen of the ePollbook.
- ✓ Has not moved.

<b>STEP 1</b>	Contact the authority conducting the election regarding the voter's registration status.
<b>STEP 2</b>	If the election authority states that the voter's registration cannot be located, follow the procedures for a provisional voter in <a href="#">Scenario Seven</a> .

*Note:* If the voter presents a voter registration certificate indicating that he or she is currently registered, follow the steps in [Scenario Five](#).

[Secs. 63.009, 63.011]



## Scenario Seven: Provisional Voter

### In this scenario, the voter:

- ✓ Is not eligible to vote a regular ballot and must be offered a provisional ballot due to one of the eight reasons below:

1

Voter failed to present a List A acceptable form of photo identification, a List B supporting form of identification (with a completed RID), or voter registration certificate with exemption.

2

Voter not on list of registered voters.

3

Voter not on list, registered in another precinct.

4

Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.

5

Voting after 7 p.m. due to court order.

6

Voter on list, but registered residence address is outside the \_\_\_\_\_ political subdivision.

7

Voter registered at Department of Public Safety (DPS):

When: \_\_\_\_\_ Where: \_\_\_\_\_

8

Other: \_\_\_\_\_ (please explain)

Provisional ballots are intended as a method to ensure that no voter is turned away from the polls when there are questions about registration.



<b>STEP 1</b>	<p><b>If the voter is casting a provisional ballot due to reason 1:</b></p> <p>An election judge must advise the voter that in order to have his or her provisional ballot accepted, the voter must present a List A acceptable form of photo identification, or List B supporting form of identification (with a completed a Reasonable Impediment Declaration), to the voter registrar or qualify for one of the exemptions (e.g., disability, natural disaster, religious objection to being photographed) within six calendar days of election day. The judge must note the cure date and voter's information on a <a href="#">Notice to Provisional Voter (ID Voter)</a> (Form 9-2) prior to being provided to the voter. Inform the voter that once a provisional ballot is cast, he or she will receive a notice in the mail about whether the ballot was counted.</p> <p><b>If the voter is casting a provisional ballot due to reasons 2-8:</b></p> <p>The voter must present a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration). An election judge must provide a <a href="#">Notice to Provisional Voter</a> (Form 9-1) to the voter informing him or her that they will receive a notice in the mail about whether the provisional ballot was counted.</p>																																			
<b>STEP 2</b>	<p>An election judge completes the top section of the <b>front side</b> of the <a href="#">Affidavit of Provisional Voter Envelope</a> (Form 9-5). The envelope is then handed to the voter to read the affidavit and complete and sign the applicable sections.</p>																																			
<b>STEP 3</b>	<p>The envelope is handed back to the election judge to complete the left section of the <b>back side</b> of the envelope, including:</p> <ul style="list-style-type: none"> <li>• Checking either “yes” or “no” as to whether the voter presented an acceptable form of identification; and</li> <li>• Checking the reason for which the voter voted provisionally on the envelope, and sign the envelope.</li> </ul>																																			
	<p>If the voter is not listed in the OLRV, or on the screen of the ePollbook, and indicates he or she registered at the Department of Public Safety, note when and where in reason seven.</p>																																			
<b>STEP 4</b>	<p>An election judge must enter the voter's name on the <a href="#">Early Voting List of Provisional Voters</a> (9-3) or <a href="#">Election Day List of Provisional Voters</a> (9-6).</p>																																			
<b>STEP 5</b>	<p>If the voter is casting a provisional ballot due to reasons 2-8, return the acceptable form of identification presented by the voter to the voter.</p>																																			
<b>STEP 6</b>	<p>To complete voter check-in using a:</p> <ul style="list-style-type: none"> <li>• <b>ePollbook</b> <ul style="list-style-type: none"> <li>○ Follow instructions provided by the authority conducting the election.</li> </ul> </li> <li>• <b>Combination Form</b> <ul style="list-style-type: none"> <li>○ Legibly write the voter's name and VUID Number.</li> <li>○ During <b>early voting</b>, record the voter's registered address.</li> <li>○ The election officer checks the corresponding “Provisional” box.</li> <li>○ Have the voter sign.</li> </ul> </li> </ul> <div data-bbox="1122 1480 1411 1848"> <table border="1"> <thead> <tr> <th colspan="3">Check if Applicable</th> <th colspan="2">COMBINATION FORM and Early Voting Roster</th> </tr> <tr> <td>Reas. Inv. 63.001(i)</td> <td>Similar Name 63.001(g)</td> <td>Provisional 63.011</td> <td colspan="2">If the voter cannot sign the voter's name, an election officer may sign the voter's name on the voter's behalf. If the voter cannot sign the voter's name, an election officer may sign the voter's name on the voter's behalf. Si el votante no puede firmar su nombre, un funcionario de votación puede firmar su nombre en su lugar. Si el votante no puede firmar su nombre, un funcionario de votación puede firmar su nombre en su lugar.</td> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>4</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>2</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>✓</td> </tr> </tbody> </table> </div>	Check if Applicable			COMBINATION FORM and Early Voting Roster		Reas. Inv. 63.001(i)	Similar Name 63.001(g)	Provisional 63.011	If the voter cannot sign the voter's name, an election officer may sign the voter's name on the voter's behalf. If the voter cannot sign the voter's name, an election officer may sign the voter's name on the voter's behalf. Si el votante no puede firmar su nombre, un funcionario de votación puede firmar su nombre en su lugar. Si el votante no puede firmar su nombre, un funcionario de votación puede firmar su nombre en su lugar.					4					3					2					1						✓
Check if Applicable			COMBINATION FORM and Early Voting Roster																																	
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## STEP 6

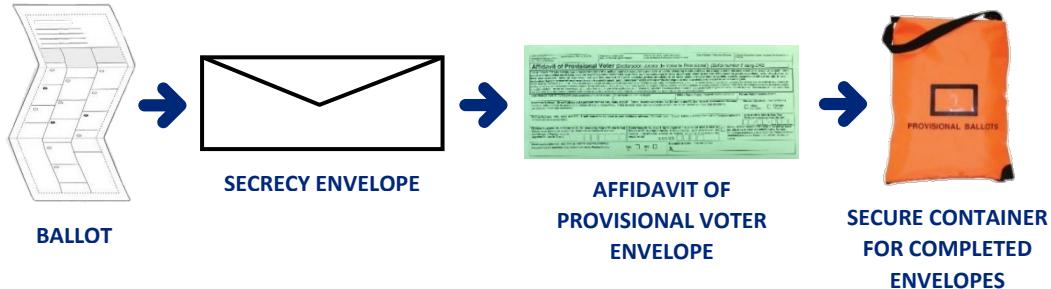
- **Poll List and Signature Roster**
  - Legibly write the voter's name and VUID Number on the Poll List.
    - During **early voting**, write or stamp "voted early," "voted," or place some other notation next to the voter's name.
  - Have the voter sign the Signature Roster.
    - If the voter did not possess and could not reasonably obtain a List A acceptable form of photo identification but presented a List B supporting form of identification with a Reasonable Impediment Declaration, check any applicable boxes on the Poll List (or Combination Form), if not using an ePollbook.

Have the voter select a ballot from the disarranged supply of provisional ballots. The election judge must explain to the voter that after voting, he or she should:

1. Fold the provisional ballot and seal in a secrecy envelope;
2. Seal the secrecy envelope inside the Affidavit of Provisional Voter Envelope; and
3. Deposit the Affidavit of Provisional Voter Envelope into a secure container for completed envelopes.

Direct the voter to the voting booth.<sup>45</sup>

## STEP 7



[Secs. 13.002(i), 43.007, 63.009, 65.054(b)(2)(b) and(c)]

<sup>45</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.



## Notice to Provisional Voter (No ID) (Form 9-2)

Informs the provisional voter that they will be notified within 30 days as to whether their ballot was accepted or rejected, and to provide information to a voter that did not present an acceptable form of identification.

9-2  
Prescribed by Secretary of State  
Sections 63.001(g), Texas Election Code  
9-2023

**NOTICE TO PROVISIONAL VOTER**  
(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, In order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (information below) within six days of the date of the election to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

**Acceptable Forms of Photo Identification**

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS\*
- Texas Non-Driver Photo Identification Card issued by DPS
- Texas Handicap License issued by DPS
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

**Reasonable Impediment Declaration:** If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain one of the forms of acceptable photo identification, you may present the Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

**PERMANENT EXEMPTION**  
During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0121 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

**TEMPORARY EXEMPTION**  
During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

**County Voter Registrar's Office**  
(Insert Address of Voter Registrar's office here)

Completed by Polling Place Official:  
Voter's Last Name: \_\_\_\_\_  
Voter's First Name: \_\_\_\_\_  
VUID #: \_\_\_\_\_  
Precinct No. \_\_\_\_\_

**Who Completes the Form**

<b>Election Officer (Green)</b>
<b>Authority Conducting the Election or Any Election Officer (Blue)</b>



***Notice to Provisional Voter (Form 9-1)***

Informs the provisional voter that they will be notified within 30 days as to whether their ballot was accepted or rejected.

9-1  
Prescribed by Secretary of State  
Section 65.059, Texas Election Code  
9/2023

**Notice to Provisional Voter**

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

**Notificación al Votante Provisional**

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).



## Affidavit of Provisional Voter Envelope (Form 9-5)

Allows a voter to cast a ballot at the polling place when one or more circumstances surrounding his or her voter eligibility, presentation of identification, or other legal issue prevents the voter from being able to receive a regular ballot. An investigation will be conducted by the voter registrar and a determination will be made by the early voting ballot board whether the voter's ballot is accepted or rejected. After the early voting ballot board makes its ruling, the voter will receive the Notice of Outcome to Provisional Voter (Form 9-9 [English](#) and [Spanish](#)) informing him or her whether the ballot was or was not counted. The Affidavit of Provisional Voter Envelope also serves to register the voter at the address he or she provided if the voter was not registered at the time he or she presented to vote at the polling place.

**Note:** If required information is not filled out completely, the voter's application and provisional ballot is subject to being rejected.

9-5-9025 Provisional Voter Envelope Election Code Sec. 63.011	Type of Election / Tipo de Elección	Precinct Number/Polling Location where voted / Número de Precinto/Local de votación	Precinct Number where registered / known / Número de Precinto/Inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección	
<b>Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)</b>						
<p><b>TO BE COMPLETED BY VOTER:</b> I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision who have not been finally convicted of a felony or of a felony. I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving up my right to vote in this election is a misdemeanor, and I understand that it is a felony of the 2<sup>nd</sup> degree to vote in this election if I know I am not entitled to do so. I have read the following statement in the voter information booklet, "PARA VOTAR EN UNA ELECCIÓN DE VOTACIÓN PREVIA, NO HAY DIFERENCIAS EN EL DERECHO A VOTAR DE LOS VOTANTES CON DISCAPACIDAD MENTAL O PARCIALMENTE INCAPACITADOS MENTALMENTE, UN DERECHO A VOTAR. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito grave de 2<sup>do</sup> grado votar en una elección para la que sé que no soy elegible. No soy un delincuente ni un testigo en un juicio en el que se me acusa de un delito grave.</p>						
Last Name (Include Suffix if any) / Apellido (Incluya el Sufijo si lo hay)	First Name / Primer Nombre	Middle Name (if any) / Segundo nombre (si corresponde)	Former Name (if any) / Nombre anterior (si corresponde)			
Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you live. No P.O. Box, Rural Route, or business address.) Dirección de Residencia: Número y calle, Apt./Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vive. No use P.O. Box, Ruta Rural o Dirección de Negocios.)			Gender: (Optional) / Género (Opcional) <input type="checkbox"/> Male <input type="checkbox"/> Female (Masculino) (Femenino)			
Mailing Address: Street Address, Apt/Unit, City, State, and Zip Code. (If mail cannot be delivered to your residence address.) Dirección Postal: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (Si no se puede entregar el correo en su dirección de residencia.)			Date of Birth: Month, Day, Year Fecha de nacimiento: mes, dia, año <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Previous Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you lived.) (Dirección de Residencia Anterior: Número y calle, Apt./Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vivía.)						
Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (Issued by the Texas Department of Public Safety). Número de licencia de conducir de Texas (TX DL) o tarjeta de identificación de Texas (TX ID) (expedida por el Departamento de Seguridad Pública de Texas)		<input type="checkbox"/> I have not been issued a TX DL or TX ID number, and the last four digits of my Social Security Number are: No se me ha expedido un número de licencia de conducir de Texas (TX DL) ni un número de identificación de Texas (TX ID), y los últimos cuatro dígitos de mi número de Seguridad Social son: XXX-XX- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: ¿Es usted ciudadano de los Estados Unidos?		Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	Signature of Voter / Firma del votante  <b>X</b>			

<b>TO BE COMPLETED BY ELECTION JUDGE:</b>		<b>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</b>	
VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION		I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:	
<b>REASON FOR VOTING PROVISIONALLY</b> 1. Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption. 2. Voter not on list of registered voters. 3. Voter not on list, registered in another precinct. 4. Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot. 5. Voting after 7:00 p.m. due to court order. 6. Voter on list, but registered residence address is outside the _____ political subdivision. 7. Registered at Department of Public Safety (DPS): When: _____ Where: _____ 8. Other: _____ (Please explain)		<b>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</b> 1. Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day. 2. Voter met disability exemption within 6 calendar days of election day. 3. Voter executed religious objection affidavit within 6 calendar days of election day. 4. Voter executed natural disaster affidavit within 6 calendar days of election day. 5. Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day. <b>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</b> 6. Not a registered voter or registration not effective in time for this election. 7. Registered to vote, erroneously listed in wrong precinct. 8. Registered to vote in a different precinct within the county. 9. Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office. 10. Voter erroneously removed from the list. 11. Voter is not registered to vote in _____ political subdivision. 12. Other: _____ (Please explain)	
Sworn and subscribed to before me this date: _____.		Signature of Election Judge _____ Date _____	
Signature of Election Judge _____		Signature of Voter Registrar _____ Date _____	
Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED		Signature of Ballot Board Judge _____	

Who Completes the Form	
Election Officer (Green)	
Voter (Tan)	
Authority Conducting the Election or Any Election Officer (Blue)	
Voter Registrar (Purple)	



## Early Voting List of Provisional Voters (Form 9-3)

Records the voters who voted provisionally during early voting.

83  
Prescribed by Secretary of State  
Sections 63.011, 81.002 Texas Election Code  
9-2023

Type of Election (Tipo de Elección)	
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

**Early Voting List of Provisional Voters**

To be Completed by the Early Voting Clerk		To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Precinct Number	Accepted for Counting	Rejected for Counting
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Number of Provisional Ballots in Ballot Box:  
(as shown on list)

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Early Voting Clerk: \_\_\_\_\_

Signature of Voter Registrar: \_\_\_\_\_

Signature of Early Voting Ballot Board Judge: \_\_\_\_\_

### Who Completes the Form

Election Officer  
(Green)

Authority Conducting the Election or Any  
Election Officer  
(Blue)

Early Voting Ballot  
Board Judge and  
Voter Registrar  
(Purple)



## *Election Day List of Provisional Voters (Form 9-6)*

Records the voters who voted provisionally on election day.

9-6 Prescribed by Secretary of State Section 63.011, Texas Election Code 9/2023		Type of Election ( <i>Tipo de Elección</i> )	Precinct. No. ( <i>Núm. de Precinto</i> )
		Date of Election ( <i>Fecha de la Elección</i> )	Authority Conducting Election ( <i> Autoridad Administrando la Elección</i> )
<b>List of Provisional Voters</b>			
To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
Número de Provisional Ballots in Ballot Box: (as shown on list)			
<i>I certify that the numbers represented above are true and correct as evidenced by my signature.</i>			
Signature of Precinct Presiding Judge: _____			
Signature of Custodian receiving ballots from Presiding Judge: _____			
Signature of Voter Registrar: _____			

### **Who Completes the Form**

**Election Officer (Green)**

**Authority Conducting the Election or Any Election Officer (Blue)**

**Early Voting Ballot Board Judge, General Custodian, and Voter Registrar (Purple)**



## Scenario Eight: Canceling a Ballot by Mail

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed in the OLRV, or on the screen of the ePollbook with a notation of being sent a ballot by mail.
- ✓ Presents the ballot by mail, a [Notice of Improper Delivery](#) (Form 6-5), or a [Notice of Surrendered Ballot by Mail](#) (Form 6-13).
- ✓ Has not moved.

<b>STEP 1</b>	An election judge takes the ballot package and verifies the voter is the intended recipient. Open the envelope and verify the ballot is for the current election. Write “CANCELED” on the ballot by mail.
<b>STEP 2</b>	Record the ballot on the <a href="#">Register of Surrendered Ballots by Mail</a> (Form 7-64).
<b>STEP 3</b>	Hand the voter a Request to Cancel Ballot by Mail for Use in the Polling Place (Form 6-7 <a href="#">English</a> or <a href="#">Spanish</a> ). The voter must sign the first section and read and sign the top box of the second section. Then, an election judge reviews the request and completes the bottom section of the form.
<b>STEP 4</b>	Follow instructions provided by the authority conducting the election for attaching the ballot package to Form 6-7 (e.g., rubber band, paper clip). Once attached, place in the Envelope for Requests and Canceled Ballots.
<b>STEP 5</b>	Have voter confirm residence address in the OLRV, or on the screen of the ePollbook. <sup>46</sup>
<b>STEP 6</b>	Return the acceptable form of identification presented by the voter to the voter.
<b>STEP 7</b>	To complete voter check-in using a: <ul style="list-style-type: none"><li>• <b>ePollbook</b><ul style="list-style-type: none"><li>○ Follow instructions provided by the authority conducting the election.</li></ul></li><li>• <b>Combination Form</b><ul style="list-style-type: none"><li>○ Legibly write the voter’s name and VUID Number.</li><li>○ During <b>early voting</b>, record the voter’s registered address.</li><li>○ Have the voter sign.</li></ul></li><li>• <b>Poll List and Signature Roster</b><ul style="list-style-type: none"><li>○ Legibly write the voter’s name and VUID Number on the Poll List.<ul style="list-style-type: none"><li>▪ During <b>early voting</b>, write or stamp “voted early,” “voted,” or place some other notation next to the voter’s name.</li></ul></li><li>○ Have the voter sign the Signature Roster.</li></ul></li></ul>
<b>STEP 8</b>	Have the voter select a regular ballot from the disarranged ballot supply.

<sup>46</sup> The voter’s address may not appear on the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence within the county.



STEP 9	Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election. <sup>47</sup>
Primary Election Only	<p><i>In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a <a href="#">Certificate of Party Affiliation</a> (Form 18-29)<sup>48</sup> or combined notice of convention and certification of affiliation,<sup>49</sup> as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.<sup>50</sup></i></p> <p><i>In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.</i></p> <p><i>In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.</i></p> <p><i>A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an <a href="#">Affidavit of Non-Participation and Affiliation</a> (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.</i></p>

If the voter is **unable to present the ballot by mail**, he or she may either:

1. Leave to retrieve the ballot by mail to surrender.
  - a. Upon return, an election judge must follow steps 1-6 above for the voter to vote a regular ballot.
2. Vote provisionally.
  - a. Hand the voter a Request to Cancel Ballot by Mail for Use in the Polling Place (Form 6-7 [English](#) or [Spanish](#)).

<sup>47</sup> The voter should be cautioned that the use of any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid, except when write-in votes are permitted.

<sup>48</sup> Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

<sup>49</sup> The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

<sup>50</sup> The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.

- b. The voter must sign the first section and read and sign the top box of the second section. Then, an election judge reviews the request and completes the bottom section of the form.
  - c. Follow instructions provided by the authority conducting the election for attaching the ballot package to Form 6-7 (e.g., rubber band, paper clip). Once attached, place in the Envelope for Requests and Canceled Ballots.
  - d. Follow the procedures for a provisional voter in [Scenario Seven](#).
3. Go to the early voting clerk's office and complete the Request to Cancel Application for Ballot by Mail - Early Voting Clerk's Office (Form 6-6 [English](#) or [Spanish](#)). The voter returns to a polling place with a [Notice of Improper Delivery](#) (Form 6-5) or a [Notice of Surrendered Ballot by Mail](#) (Form 6-13) and will vote a regular ballot.

[Secs. 66.026, 66.051(b), 84.032(d-1), 84.038, 84.032, 84.033(c), 85.071, 86.006(h), 86.011(d)]

***Request to Cancel Ballot by Mail for Use in the Polling Place*** (Form 6-7 [English](#) or [Spanish](#))

Allows a voter to cancel his or her ballot by mail in the polling place and vote in person during early voting by personal appearance or on election day.

**Note:** This form must be completed in its entirety before the voter's ballot by mail or Federal Post Card Application (FPCA) can be canceled and the voter permitted to vote.

6-7  
Prescribed by Secretary of State  
Section 66.051(b), 84.032, 84.038, 85.071 Texas Election Code  
09/2023

**REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE**

84.032 (b)  I,  (printed name of voter), a qualified voter for the  (name of election)  
Electon to be held on  /  /  request that my Application for Ballot by  
Mail or Federal Post Card Application be canceled.

VUID (required)  Signature of Voter

84.032 (d)  To be Completed at an Early Voting or Election Day Polling Place  
Statement:  
I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.

Signature of Voter

63.011  Statement:  
I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.

Signature of Voter

This section to be completed by Election Official.  
Name of Voter  VUID Number  (Name of Voter)  (Required)  
Registered Precinct Number   
Sworn and subscribed before me, this  day of  (Day)  (Month)  20 (Year)

Signature of Election Official Witnessing Affidavit  Printed Name of Election Official Witnessing Affidavit  
**Instructions for Deputy Early Voting Clerk or Election Judge:**  
Top Box to be Completed by Election Officer and Voter  
1. Complete the top box labeled, "This Section Must Be Completed by Every Voter."  
Include all required information:  
a. Printed name of voter as appears on the List of Registered Voters  
b. Name of Election  
c. Date of Election  
d. VUID number as it appears on the List of Registered Voters  
2. Direct voter to sign the top box on the "Signature of Voter Line."  
3. Ensure that all information is complete including the required VUID number  
**Instructions for Completion of Affidavit by Voter**  
4. Determine which affidavit the voter should complete.  
5. If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, enter the information in the box labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.012(d)]  
a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.  
b. If the voter surrenders an official ballot, record the name of the voter and the serial number of the official ballot on the envelope of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.  
6. If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]  
a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.  
b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

**Who Completes  
the Form**

**Election Officer  
(Green)**

**Voter  
(Tan)**



## *Register of Surrendered Ballots by Mail* (Form 7-64)

To keep a register of the names of voters who surrender their ballots by mail at the polling place during early voting in person and on election day in order to cancel their ballots by mail and vote in person.

## Who Completes the Form

Presiding Judge  
(Green)

## Authority Conducting the Election or Any Election Officer (Blue)



## Notice of Improper Delivery (Form 6-5)

Notifies voters who voted by mail that the ballot was rejected in accordance with Sec. 84.033(c) or 86.006(h).

6-5  
Section 84.033(c), 86.006(h), Texas Election Code  
Prescribed by Secretary of State  
8/2023

NOTICE OF IMPROPER DELIVERY

Name of Voter \_\_\_\_\_ VUID Number \_\_\_\_\_  
Precinct Number \_\_\_\_\_

This is to serve as notice that your ballot for the \_\_\_\_\_ Election was received by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot voted by mail will not be counted.

Check Reason:

1. \_\_\_\_\_ Your ballot was not returned in the official carrier envelope.

2. \_\_\_\_\_ Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be registered to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.

3. \_\_\_\_\_ It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:  
a) headquarters of a political party or candidate in the election  
b) candidate in the election unless that is your address  
c) specific or general purpose political committee involved in the election  
d) an entity that requested the election

4. \_\_\_\_\_ The common or contract carrier who delivered your carrier envelope did not provide a receipt for delivery or the receipt provided did not meet with requirements prescribed by state law.

5. \_\_\_\_\_ Your ballot was hand-delivered by someone other than you, the voter. Note that carrier envelopes may only be returned by mail, common or contract carrier, or by hand-delivery by the voter who voted the ballot.

You may vote during the remainder of the early voting period or at your regular election day polling place by presenting and surrendering this Notice to the presiding election officer at the early voting polling place or at your election day polling place.

If you have any questions regarding this matter, please call my office at \_\_\_\_\_.

Signature of Early Voting Clerk \_\_\_\_\_

Date \_\_\_\_\_

Note to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word "Cancelled" on this Notice and return it in envelope #2 with other election records.

### Who Completes the Form

Early Voting Clerk  
(Purple)

## Notice of Surrendered Ballot by Mail (Form 6-13)

Notifies election officers that voters surrendered their ballot to the early voting clerk at the office of the early voting clerk permitting the voter to vote in person at a polling place.

6-13  
Prescribed by Secretary of State  
Section 84.031 Texas Election Code  
9/2023

NOTICE OF SURRENDERED BALLOT BY MAIL  
AVISO DE BOLETA POSTAL RENUNCIADA

To the Presiding Judge or Deputy Early Voting Clerk:  
(Para el Juez Presidente o el Secretario Adjunto de Votación Adelantada):

This is to certify that (Se certifica que)

Name of voter (Nombre del votante) \_\_\_\_\_ VUID # (Número del votante) \_\_\_\_\_ Precinct Number (Número de precinto) \_\_\_\_\_

has surrendered their Ballot by Mail (ABBM) or Federal Post Card Ballot by Mail (FPCA) at the Office of the Early Voting Clerk, and has not voted by mail. The voter is eligible to vote a regular ballot.  
(ha renunciado a su Boleta Postal (ABBM por sus siglas en inglés) o a su Boleta Postal de Tarjeta Postal Federal (FPCA por sus siglas en inglés) en la oficina del Secretario de Votación Adelantada y no ha votado por correo. El votante es elegible para votar una boleta regular.)

Name of County (Nombre del Condado) \_\_\_\_\_

Signature of Early Voting Clerk (Firma del Secretario de Votación Adelantada) \_\_\_\_\_

### Who Completes the Form

Early Voting Clerk  
(Purple)



## CURBSIDE VOTING

Voters who are physically unable to enter the polling place without assistance or likelihood of injuring their health, are entitled to curbside voting.<sup>51</sup> Curbside voting must be available at all polling places during early voting and on election day. When voters use curbside, their vehicle becomes the voting booth. If four or more election officials are present at the polling place, two election officers **must** deliver the ballot to the voter. A person who transports seven or more curbside voters to the polling place during the voting period must complete the [Information of Person Who Provided Transportation to a Total of Seven or More Curbside Voters During Early Voting and Election Day](#) (Form 7-65). To process a curbside voter:

1. Compete the proper check-in procedure as shown in the previous scenarios.
  - a. If using an ePollbook, some devices will not print until it reaches connectivity with the printer when processing a curbside voter.
  - b. Curbside voters must sign an affidavit stating that they are physically unable to enter the polling place or are requesting a reasonable accommodation.
2. Obtain the curbside voter's ballot and the curbside cart with voting equipment, secrecy envelope, any necessary forms, and supplies, if applicable.
3. Have the curbside voter complete any necessary forms, if applicable.
4. Hand the curbside voter their ballot. Allow the voter to vote in privacy.
5. Once the curbside voter has marked his or her ballot:
  - a. The curbside voter will insert the ballot into a secrecy envelope and hand it to you (do not seal). Return to the polling place with the curbside cart, secrecy envelope containing the voter's marked ballot, and any completed forms.
  - b. Cast the curbside voter's ballot in the ballot tabulator/ballot box. If desired, a person accompanying the voter may cast the voter's ballot in the ballot tabulator/ballot box
6. Take the "I Voted" sticker out to the voter to give to the person accompanying the voter.
7. File any completed forms.
8. Return the curbside cart to the area specified by the authority conducting the election.



## Voter Assistance

Assistance encompasses more than just reading or marking the ballot, and is not confined solely to the voting booth. Procedurally, when a voter opts for assistance from a person they have chosen, an election officer must administer the [Oath of Assistance](#) (Form 7-63) to the voter's chosen assistant (see [Chapter 3](#) for requirements on assistants). Election officers who assist a voter must complete an [Election Worker Assistance Sheet](#) (Form 7-67).<sup>52</sup> One election officer may provide assistance during **early voting**, while two election officers are required on **election day**.

[Secs. 64.009, 64.034, 104.004, 123.005]

<sup>51</sup> See the Secretary of State's [election advisory on changes to accessibility requirements](#) for additional information.

<sup>52</sup> HB 521 (2025, R.S.) amended Section 64.0322 of the Texas Election Code regarding assistance by an election officer.

*Information of Person Who Provided Transportation to a Total of Seven or More Curbside Voters During Early Voting and Election Day (Form 7-65)*

Documents information on individuals transporting seven or more voters to the polling place **and** seven or more of those voters are voting by curbside.

7-65  
 Prescribed by Secretary of State  
 Sections 64.009, 64.034, Texas Election Code  
 9/2025

**INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION**

**TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY/INFORMACIÓN DE LA PERSONA  
 QUE PROPORCIONÓ EL TRANSPORTE A UN TOTAL DE Siete O MAS VOTANTES EN LA ACERA DURANTE LA VOTACIÓN ADELANTEADA  
 Y EL DÍA DE LAS ELECCIONES**

Type of Election	Polling Location
Date of Election	Authority Conducting Election
<p><b>Signature of Person that Provided Transportation</b>  <b>Firma de la persona que proporcionó el transporte</b></p>	
<p><b>Printed Name of Person that Provided Transportation</b>  <b>Nombre en letra          de molde de la persona que proporcionó el transporte</b></p>	
<p><b>Address of Person that Provided Transportation</b>  <b>Dirección de la persona que proporcionó el transporte</b></p>	
<p><b>Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place?</b>  <b>¿La persona que proporcionó el transporte actuó como asistente del votante en virtud del Capítulo 64, Subcapítulo B, además de proporcionar transporte al lugar de votación?</b></p>	
Yes/Sí	No/No

**Instructions:**

A person that provides transportation to 7 or more curbside voters to the polling place during early voting and on election day must complete and sign this form. If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance. If the person that provided transportation translates for the voter, the person must repeat the Oath of Interpreter aloud and sign it prior to translating. A person commits a Class A Misdemeanor if the person intentionally fails to complete this form.

## Who Completes the Form

Authority Conducting  
the Election or Any  
Election Officer  
(Blue)

## Person Providing Transportation (Purple)



## SPOILED BALLOTS

A voter who makes a mistake while marking his or her ballot may take the ballot to an election officer to spoil and be issued a new ballot. A voter may also back out of the voting process at any time before casting his or her ballot. A voter may spoil up to two ballots and vote a third ballot. **A voter is not entitled to receive more than three ballots.** If the ballot was spoiled due to administrative error of the election officer (i.e., ballot did not print correctly), that does not count toward the three spoiled ballot limit.

A voter might leave without fully depositing his or her paper ballot into the ballot tabulator or ballot box. These are known as “**abandoned ballots**” and an election officer must spoil the ballot and document on the [Register of Spoiled Ballots](#) (Form 7-93). Never cast the ballot for the voter. A “**fleeing voter**” is someone who leaves the polling place without casting their ballot. Follow instructions provided by the authority conducting the election regarding specific procedures on spoiled ballots.

### In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed in the OLRV, or on the screen of the ePollbook with a notation of being sent a ballot by mail.
- ✓ Presents the ballot by mail, a [Notice of Improper Delivery](#) (Form 6-5), or a [Notice of Surrendered Ballot by Mail](#) (Form 6-13),
- ✓ Has not moved.

STEP 1	An election judge writes “SPOILED” across the front of the ballot.
STEP 2	<p>Complete and sign the <a href="#">Register of Spoiled Ballots</a> (Form 7-93).</p> <ul style="list-style-type: none"><li>• <b>Ballot Serial Number</b><ul style="list-style-type: none"><li>○ The numeric combination on the front or back of the ballots.</li><li>○ For administrative errors where ballots did not print a numeric combination, write “Canceled.”</li></ul></li><li>• <b>Name of Voter</b><ul style="list-style-type: none"><li>○ For abandoned ballots, write “Unknown.”</li></ul></li><li>• <b>Indicate the reason for the spoil in the appropriate column</b><ul style="list-style-type: none"><li>○ Spoiled by Voter—Instances where ballots are being spoiled due to voter request (e.g., voted for more than the acceptable number of candidates, did not mark the ballot correctly).</li><li>○ Spoiled by Election Worker—Instances where you need to spoil ballots (e.g., ballot header did not print, wrong ballot style printed).</li><li>○ Other—Specify the reason for the spoil by writing the reason in the column (e.g., torn, abandoned).</li></ul></li></ul>
STEP 3	The Register of Spoiled Ballots should accompany the spoiled ballots in the <a href="#">Register of Spoiled Ballots Envelope</a> (Form 7-77) and be filed in Ballot Box No. 4.

[Secs. 64.007, 64.008]

*Register of Spoiled Ballots (Form 7-93)*

Aids the election judge in maintaining record of the number of ballots given to each voter.

## Who Completes the Form

## Election Officer (Green)

## Authority Conducting the Election or Any Election Officer (Blue)



## CANCELING A CHECK-IN

After spoiling a ballot, you may need to cancel the corresponding check-in if it was voter-requested (i.e., voter decides to leave and return later) or administrative error. Follow instructions provided by the authority conducting the election.

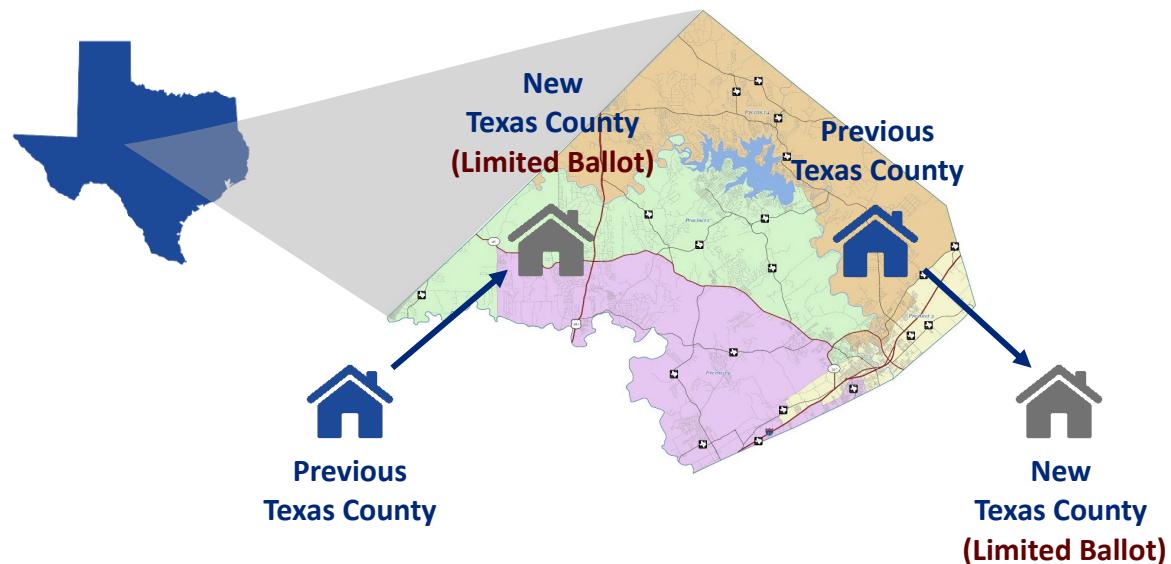
[Sec. 64.007(b)]

## LIMITED BALLOTS

Limited ballots are used when a voter has a Texas registration in a county other than their new county of residence. Limited ballots will include statewide races and any district offices that are in common between the former and new county of residence. This type of ballot is only available during **early voting** at the main early voting polling place.

To vote a limited ballot, a voter must:

- Be eligible to vote in the county of former residence if he or she still lived there;
- Be registered to vote in the county of former residence at the time he or she:
  - Offers to vote in the new county of residence; or
  - Submitted a voter registration application in the new county of residence; and
- Submit a voter registration in the new county of residence but his or her registration will not be effective by election day.



<b>STEP 1</b>	Contact the authority conducting the election to verify the voter's registration status.
<b>STEP 2</b>	If the voter is eligible for a limited ballot during early voting, ask the voter to visit the main early voting polling place.

[Secs. 63.001, 64.012, 87.121, 111.007, 111.008, 112.001-112.005]

## PRESIDENTIAL BALLOTS

A presidential ballot means a ballot that is restricted to the offices of president and vice-president of the United States. It is only available for the November general election to former Texas residents who were registered to vote in Texas prior to moving to another state. Eligible voters must have moved within 30 days of the presidential election and must not be registered to vote in their new state of residence. If the voter is a new Texas resident and did not register to vote in Texas by the voter registration deadline, he or she will need to contact the former state to see if they have a presidential ballot option. Presidential ballots are only available in person or by mail at the main early voting place. Contact the authority conducting the election to determine eligibility first. *See the Secretary of State's [election advisory on presidential ballots](#) for additional information.*

[Chapter 113]

## OTHER BALLOTS

### **Emergency Early Voting Ballot Due to Sickness or Physical Disability**

Allows a voter who, because of sickness or physical disability originating on or after the day before the last day to submit an Application for Ballot by Mail (Form 6-1 [English](#) and [Spanish](#)), will be unable to attend the polling place on election day, to vote early under this procedure. Contact the authority conducting the election for additional information.

### **Emergency Ballot Due to Death in Family**

Allows a voter to vote who will be absent from the county of residence on election day because of a death in the immediate family that occurs on or after the day before the last day of the period for early voting by personal appearance. The voter must be related within the second degree by consanguinity or affinity to the deceased person (*see the figure in [Chapter 2](#)*). Contact the authority conducting the election for additional information.

[Secs. 41.031, 86.005, 102.002, 102.003, 102.005, 102.006, 103.002, 103.004, 104.004]

## EMERGENCY BALLOTS

The election judge is responsible for keeping track of the ballot supply. Should the polling place run low on official ballots, run out entirely, or have unusable ballots (e.g., damaged, lost, misprinted) before all voters have cast their ballots, the election judge is required to contact the election authority for additional official ballots. If official ballots cannot be obtained timely, the election judge must create emergency ballots. These ballots must replicate the official ballot as closely as possible, including all offices and propositions to be voted on, and must be numbered sequentially with unique identifiers. One method is to copy sample ballots after marking out the words "Sample Ballot" and then assigning unique sequential numbers. The election judge must document each instance where ballots other than the initial supply are used in a memorandum attached to the relevant Register of Official Ballots, specifying the reason for their use and the corresponding ballot numbers.

[Sec. 52.001(b)]









# Chapter 8

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**EARLY VOTING: SUSPENDING AND CLOSING THE POLLS**

# Chapter At-a-Glance

## The poll worker will understand the process to suspend and close the polls during early voting

- Identify the process for suspending the polls daily during early voting, including final voters and closing the ballot tabulating/ballot box area, voting area, check-in stations, and securing the polling place.
- Identify the process for closing the polls on the last day of early voting, including final voters and closing the ballot tabulating/ballot box area, voting area, check-in stations, and securing the polling place.

## SUSPENDING THE POLLS (DAILY DURING EARLY VOTING)

### FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.



\*The following steps may be done simultaneously

### BALLOT TABULATING/BALLOT BOX AREA

#### Ballot Tabulator(s)

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. The election judge must suspend the polls.
2. Power off and close the ballot tabulator(s).

3. Seal the ballot tabulator(s) and record the seal numbers on the [Record of Early Voting Ballot Box Seals](#) (Form 7-18).
4. Use the toggle switch to turn the surge protector off and unplug from the wall.

## **Ballot Box**

Follow instructions provided by the authority conducting the election.

1. The election judge must seal the ballot box and record the seal numbers on the [Record of Early Voting Ballot Box Seals](#) (Form 7-18).
2. Secure in a designated area.

## **VOTING AREA**

### **Ballot Marking Devices**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Power off each Ballot Marking Device (BMD).
2. Seal each BMD and document chain of custody.

## **CHECK-IN STATIONS**

### **ePollbook and MiFi**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Suspend the polls.
2. Power off each ePollbook and secure in a designated area.

### **Official List of Registered Voters**

Follow instructions provided by the authority conducting the election.

1. Secure in a designated area.

## **SECURING THE POLLING PLACE**

Follow instructions provided by the authority conducting the election.

1. Remove any signage as directed by the election authority.
2. Pick up and discard all trash and debris in the polling place.
3. Complete any reconciliation procedures as directed by the election authority.
4. Organize and sign all required paperwork.
5. Close and seal any applicable supply cabinet, cage, or caddy.
  - a. Document chain of custody.

6. Complete and sign any applicable timesheets for payroll purposes.
7. Do a final walk-through before leaving the polling place.
8. Secure the facility for the night, as instructed by the election authority or facility manager.

[Secs. 65.013, 66.026, 66.062(a) & (b); 1 T.A.C. Secs. 81.172—81.176]

## CLOSING THE POLLS (LAST DAY OF EARLY VOTING)

### FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.



\*The following steps may be done simultaneously

### BALLOT TABULATING/BALLOT BOX AREA

#### Ballot Tabulator(s)

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. The election judge must suspend the polls.
2. Power off and close the ballot tabulator(s).
3. Seal the ballot tabulator(s) and record the seal numbers on the [Record of Early Voting Ballot Box Seals](#) (Form 7-18).
4. Use the toggle switch to turn the surge protector off and unplug from the wall.

#### Ballot Box

Follow instructions provided by the authority conducting the election

1. The election judge must seal the ballot box and record the seal numbers on the [Record of Early Voting Ballot Box Seals](#) (Form 7-18).
2. Secure in a designated area.



## **VOTING AREA**

### **Ballot Marking Devices**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Power off each Ballot Marking Device (BMD).
2. Seal each BMD and document chain of custody.

## **CHECK-IN STATIONS**

### **ePollbook and MiFi**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Suspend the polls.
2. Power off each ePollbook and secure in a designated area.

### **Official List of Registered Voters**

Follow instructions provided by the authority conducting the election.

1. Secure in a designated area.

## **SECURING THE POLLING PLACE**

Follow instructions provided by the authority conducting the election.

1. Remove any signage as directed by the election authority.
2. Pick up and discard all trash and debris in the polling place.
3. Complete any reconciliation procedures as directed by the election authority.
4. Organize and sign all required paperwork.
5. Gather applicable equipment and paperwork that the election judge and law enforcement will return to the election authority.
6. If any equipment/supplies were delivered to the polling place by the authority conducting the election, make sure the items are accounted for and packed, and returned in the same manner in which they were delivered.
7. Close and seal any applicable supply cabinet, cage, or caddy.
  - a. Document chain of custody.
8. Provide applicable equipment and paperwork to law enforcement and document chain of custody.
9. Complete and sign any applicable timesheets for payroll purposes.
10. Do a final walk-through before leaving the polling place.
  - a. Gather all applicable equipment and paperwork for transport to the election authority.
11. Secure the facility for the night, as instructed by the election authority or facility manager.

12. Return all applicable equipment and paperwork to the election authority.
  - a. Poll watchers may accompany election officers delivering election records. If delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that enables the watcher to keep the delivery vehicle in sight.
  - b. An election officer responsible for delivering election returns or voted ballots commits a Class B misdemeanor if he or she:
    - i. Fails to make the delivery to the appropriate authority;
    - ii. Fails to make the delivery by the deadline prescribed by Section 66.053(c); or
    - iii. Fails to prevent another person from handling, in an unauthorized manner, the returns or voted ballots that the officer is responsible for delivering while they are in the officer's custody.

[Secs. 33.060, 65.013, 66.026, 66.054, 66.062(a) & (b); 1 T.A.C. Secs. 81.172—81.176]









# Chapter 9

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**ELECTION DAY: CLOSING THE POLLS WHEN BALLOTS  
ARE TABULATED AT CENTRAL COUNTING STATION**

# Chapter At-a-Glance

**The poll worker will understand the process to close the polls on election day when ballots are tabulated at central counting station**

- Identify the process for final voters of the day.
- Identify the process for closing the ballot tabulator.
- Identify the process for closing the check-in stations.
- Identify the process for closing the voting area.
- Describe the distribution of election records.
- Identify the process for securing the polling place.

The procedures followed at the polling place for tabulating ballots and preparing and distributing records will depend on how and where ballots are counted. The authority conducting the election will inform you what method of counting will be used for the election. This chapter focuses on the central counting station setup where precinct returns are completed at the central counting station.

The central counting station counts all early voting by mail ballots. The precinct records, voted ballots, and electronic media from the ballot tabulators used for early voting in person and election day will be delivered to the central counting station where the electronic media is read in a central accumulator. The central counting station is responsible for creating both precinct returns and the unofficial tabulation of election results.

Election judges should familiarize themselves with the [Election Day - Closing the Polling Place Checklist](#) (Form 7-30) prior to assigning certain parts of the checklist to each election clerk.

## FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card.



If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.

*Note:* Do not take down or remove any signage until the last voter has voted. All legally required signage must remain posted in the designated places under the Texas Election Code.



[Secs. 33.060, 41.031(a), 41.032, 62.002, 65.015(a), 65.015(b), 66.053(c), 66.054, 172.1141, 127.1311]

**\*The following steps may be done simultaneously**

## BALLOT TABULATOR

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Retrieve the [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) from the election kit.
2. The election judge must secure the ballot tabulator so that no additional ballots can be deposited.
3. The election judge closes the poll and prints a minimum of three copies of the results tape.
  - a. Two election officers and, if poll watchers are present, up to two poll watchers must verify and sign the results tapes.
4. On the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate, the election judge must list the Ballot Scanner Identification Number(s) at the top and public count of voted ballots from the results tape in **Row B**.
5. The election judge powers off the ballot tabulator and unplugs from the surge protector.
6. **If the ballot tabulator is returned to the central counting station:**
  - a. The voted ballots must be placed, locked, and sealed in Ballot Box No. 3.
    - i. Any seals applied to Ballot Box No. 3 must be documented towards the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - b. The election judge must lock and seal the ballot tabulator to prepare it for delivery back to the central counting station.
    - i. Document the seal number on the chain of custody form.
7. **If the ballot tabulator is NOT returned to the central counting station:**
  - a. The election judge must remove the electronic media from the ballot tabulator.
    - i. Two election officials must document any seals broken on the precinct ballot counter on the chain of custody form.
  - b. Place and seal the electronic media in a transfer case.
    - i. Two election officials and up to two poll watchers, if any are present, may sign the chain of custody document.
  - c. The voted ballots must be placed, locked, and sealed in Ballot Box No. 3.

- i. Any seals applied to Ballot Box No. 3 must be documented towards the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
- d. The election judge must lock and seal the ballot tabulator.
  - i. Document the seal number on the chain of custody form.

[Secs. 61.002, 127.066(c)]

## CHECK-IN STATIONS

### ePollbook and MiFi

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each ePollbook vendor.

1. Retrieve the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
2. The election judge must complete the remainder of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - a. If any discrepancies exist, the election judge must attempt to determine how discrepancies occurred. If unable to reconcile the discrepancies, contact the authority conducting the election for further instructions.
  - b. The presiding and alternate judge and, if poll watchers are present, up to two poll watchers must complete and sign the affidavit at the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
3. Power off the MiFi and place into the container in which it was issued.
4. Log out of and power off the ePollbook.
5. Unplug all cords from the ePollbook and return in the case/bag in which it was delivered.
  - a. If applicable, document the seal number on the chain of custody form.

### Poll List (or Combination Form)

Follow instructions provided by the authority conducting the election.

1. Retrieve the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
2. The election judge must complete the remainder of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - a. If any discrepancies exist, the election judge must attempt to determine how discrepancies occurred. If unable to reconcile the discrepancies, contact the authority conducting the election for further instructions.
  - b. The presiding and alternate judge and, if poll watchers are present, up to two poll watchers must complete and sign the affidavit at the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
3. Prepare the Poll List (or Combination Forms) for return to the authority conducting the election.



## VOTING AREA

### Ballot Marking Devices

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Remove all posted signs from the privacy screens.
2. Power off ballot marking device.
3. Unplug the ballot marking devices from the surge protector.
4. Unplug the cords from the ballot marking device and place in carrying case in which they came.
5. Disassemble and pack all voting booths and privacy screens.
6. Seal each ballot marking device.
7. Pack up all surge protectors and other supplies in the boxes in which they came.

[Secs. 61.002, 127.066(c)]

## DISTRIBUTION OF ELECTION RECORDS

Follow instructions provided by the authority conducting the election. Election records must be filed in four envelopes (*five in a primary election*) and three secure ballot boxes or containers. Refer to the table below for the contents of each envelope or box.

*Note:* The Poll List and Combination Form may be in the form of an ePollbook.

CONTENTS	ENVELOPE NO. 1	ENVELOPE NO. 2
	<ul style="list-style-type: none"><li>• Results tape, if any</li></ul>	<ul style="list-style-type: none"><li>• Results tape, if any</li><li>• The original of the Poll List or Combination Form</li><li>• Reasonable Impediment Declarations</li><li>• Signature Roster or Combination Form</li><li>• Precinct Early Voting List</li><li>• Certificates of appointment of poll watchers</li><li>• Original copy of Statement of Compensation and Oaths, in some circumstances</li><li>• Notice of Total Number of Voters Who Have Voted</li><li>• Oaths of Election Officers</li><li>• Oaths of Assistance and Oaths of Interpreters</li><li>• Affidavits completed at the polling place, except affidavits required to be placed in Envelope No. 4</li><li>• List of Provisional Voters</li></ul>

<b>CONTENTS</b>	<b>ENVELOPE NO. 3</b>	<b>ENVELOPE NO. 4</b>
	<ul style="list-style-type: none"> <li>Results tape, if any</li> <li>Copy of the Poll List or Combination Form</li> <li>Copy of the List of Provisional Voters</li> <li>Copy of the Register of Official Ballots/ Ballot and Seal Certificate</li> <li>Copy of the Statement of Compensation and Oaths</li> </ul>	<ul style="list-style-type: none"> <li>Precinct List of Registered Voters and Supplemental List of Registered Voters, if any</li> <li>Registration correction list, if any</li> <li>Statements of Residence, if any</li> <li>Copy of the Poll List or Combination Form, if used instead of individual affidavits</li> </ul>
	<b>ENVELOPE NO. 5</b>	<b>ENVELOPE FOR REQUESTS AND CANCELED BALLOTS</b>
	<p><i>This envelope is delivered with Envelope No. 1</i></p> <ul style="list-style-type: none"> <li><i>Original of the Statement of Compensation and Oaths in a Primary Election</i></li> </ul>	<p><i>This envelope is placed in Ballot Box No. 4</i></p> <ul style="list-style-type: none"> <li>Request to Cancel Ballot by Mail for Use in the Polling Place</li> <li>Register of Surrendered Ballots by Mail</li> <li>Surrendered ballots by mail, if any</li> <li>Notice of Improper Delivery and Notice of Surrendered Ballot, if any</li> </ul>
	<b>ENVELOPE FOR SPOILED BALLOTS</b>	<b>TRANSFER CASE</b>
	<p><i>This envelope is placed in Ballot Box No. 4</i></p> <ul style="list-style-type: none"> <li>Register of Spoiled Ballots, if any</li> <li>Spoiled ballots, if any</li> </ul>	<ul style="list-style-type: none"> <li>Electronic media</li> <li>Results tape, if applicable</li> <li>Copy of the Register of Official Ballots/Ballot and Seal Certificate, if applicable</li> </ul>
	<b>BALLOT BOX NO. 3</b> <small>(optical/digital scan or emergency paper ballots for accessible equipment, if any)</small>	<b>BALLOT BOX NO. 4</b>
	<ul style="list-style-type: none"> <li>Voted ballots</li> <li>Results tape, if any</li> <li>A copy of the Poll List or Combination Form<sup>53</sup></li> <li>Original of the Register of Official Ballots/ Ballot and Seal Certificate</li> <li>Memory card or any other electronic data storage medium</li> </ul>	<ul style="list-style-type: none"> <li>Printout of results tape(s), if instructed by the general custodian</li> <li>Original of the Register of Official Ballots</li> <li>Envelope for Spoiled Ballots, if any</li> <li>Defectively-printed ballots, if any</li> <li>Envelope for Requests and Canceled Ballots</li> <li>Unused ballots, if any</li> </ul>
<b>SECURED CONTAINER USED FOR THE DEPOSIT OF VOTED PROVISIONAL BALLOTS</b>		
<ul style="list-style-type: none"> <li>Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes</li> <li>Original List of Provisional Voters</li> </ul>		

<sup>53</sup> If the Poll List or memory card is too large for the pre-locked, pre-sealed ballot box, it may be placed in another secure container if such placement has been approved by the Secretary of State.



The presiding judge retains Envelope No. 3. The remaining election records are delivered to the general custodian of election records for distribution to the Presiding Officer of the Local Canvassing Authority, Voter Registrar, and *County Chair in a Primary Election*.

[Secs. 31.014, 32.094, 33.060, 63.003(b), 63.004(c), 65.053, 66.003(b)(3), 66.025, 66.051(b), 127.066, 172.1141]

**Combined Ballot Register of Official Ballots and Ballot and Seal Certificate** (Form 7-26)  
To account for all ballots received by election judges.

7-26  
Prescribed by Secretary of State  
Section 127.156, 65.013, Texas Election Code  
9/2023

**REGISTER OF OFFICIAL BALLOTS/  
BALLOT AND SEAL CERTIFICATE**

Election Title: <u>Pre-filled in</u>		Location Name: <u>Pre-filled in</u>				
Date: <u>Nov. 8, 2050</u> Ballot Scanner Identification Number(s): <u>From configuration report</u>						
<b>INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!</b> Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.						
A. Number of Blank Ballots Received	Initial Ballots Issued <u>Pre-filled in</u> +	Supplemental Ballots Received <u>Extra Ballots, if brought to you</u> <input type="checkbox"/> <u>Record total here</u>				
B. Public Count of voted Ballots from Ballot Scanner Results Tape	Public Count from Ballot Scanner <u>From Scanner</u>					
C. Number of Emergency Ballots secured in Emergency Ballot Bag	Recorded on Ballot Transmittal Form <u>From Ballot Transmittal Form, if Emergency Compartment was used.</u>					
D. Number of voted Provisional Ballots	Number of Provisional Ballots <u>From List of Provisional Voters</u>					
E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	Number of Spoiled Ballots <u>Spoiled Ballots</u> +	Number of Abandoned Ballots <u>Abandoned Ballots</u> +	Number of Unsigned Ballots, Signed <u>Signed Ballots</u> +	E Total <input type="checkbox"/> <u>Record total here</u>		
F. Number of Unused Unsigned Ballots	Number of Unused Ballots, Unsigned <u>Unsigned ballots from open package</u> + (# of unopened packages x # of ballots per package)					
G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)	Number from Box B <u>B</u> +	Number from Box C <u>C</u> +	Number from Box D <u>D</u> +	Number from Box E <u>E</u> +	Number from Box F <u>F</u> +	G Total <input type="checkbox"/> <u>Record total here</u>
H. Total number of Ballots unaccounted for (Line A minus Line G)	Number from Box A <u>A</u> -	Number from Box G <u>G</u>			H Total <input type="checkbox"/> <u>Record total here</u>	
I. Total number of names on the Poll List or Combination Forms or ePollbook	Total Check-ins (Regular + Provisional Check-ins) <u>Total Check-Ins (Regular + Provisional)</u>					I Total <input type="checkbox"/> <u>Record total here</u>
J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	Number from Box I <u>I</u> -	Number from Box H <u>H</u> -	Number from Box D <u>D</u> -	Number from Box C <u>C</u> -	J Total <input type="checkbox"/> <u>Record total here</u>	
* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.						
Record the serial numbers of the seals used on the Blue Ballot Bin: _____						
<b>AFFIDAVIT</b> We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.						
WITNESS MY HAND this <u>DAY</u> day of <u>MONTH</u> 20 <u>##</u>						
Presiding Judge: <u>MUST SIGN</u> Clerk: <u>Sign if present</u>						
Alternate Judge: <u>MUST SIGN</u> Clerk: _____						
Poll Watcher (if present): <u>Sign if present</u> Clerk: _____						
Poll Watcher (if present): _____ Clerk: _____						
White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)						



## SECURING THE POLLING PLACE

Follow instructions provided by the authority conducting the election.

1. Remove all posted signs inside the polling place.
2. Remove all posted signs outside the polling place, including directional signs near the road, curbside, and *party signs* (*in primary elections*).
  - a. Refer to the [Election Day – Opening the Polling Place Checklist](#) (Form 7-29) for a list of signs, if needed.
3. Pick up and discard all trash and debris in the polling place.
  - a. Restore the room(s) to its original condition.
4. If any equipment/supplies were delivered to the polling place by the authority conducting the election, make sure the items are accounted for, packed, and returned in the same manner in which they were delivered.
  - a. Remove all tape from the electrical cords.
5. Close and seal any applicable supply cabinet, cage, or caddy.
  - a. Document chain of custody.
6. Complete, organize, and sign all required paperwork.
  - a. Secure and log all ballot boxes.
7. Complete and sign the [Statement of Compensation and Oaths](#) (Form 7-3) or other applicable timesheets for payroll purposes.
8. Do a final walk-through before leaving the polling place.
  - a. Gather all applicable equipment and election records for transport to the election authority.
9. Secure the facility for the night, as instructed by the election authority or facility manager.
10. Return all applicable equipment and election records to the general custodian of election records.
  - a. Two election officers must deliver the ballot box to the central counting station.
  - b. Poll watchers may accompany election officers delivering election records. If delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that enables the watcher to keep the delivery vehicle in sight.
  - c. An election officer responsible for delivering election returns or voted ballots commits a Class B misdemeanor if he or she:
    - i. Fails to make the delivery to the appropriate authority;
    - ii. Fails to make the delivery by the deadline prescribed by Section 66.053(c); or
    - iii. Fails to prevent another person from handling, in an unauthorized manner, the returns or voted ballots that the officer is responsible for delivering while they are in the officer's custody.

[Secs. 33.060, 65.013, 66.026, 66.054, 66.062(a) & (b); 1 T.A.C. Secs. 81.172—81.176]









# Chapter 10

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**ELECTION DAY: CLOSING THE POLLS WHEN  
BALLOTS ARE TABULATED AT THE POLLING PLACE**

# Chapter At-a-Glance

## The poll worker will understand the process to close the polls on election day when ballots are tabulated at the polling place

- Identify the process for final voters of the day.
- Identify the process for closing the precinct ballot counter.
- Identify the process for hand-counting optical/digital scan ballots from precinct ballot counter.
- Identify the process for closing the check-in stations.
- Identify the process for closing the voting area.
- Describe the distribution of election records.
- Identify the process for securing the polling place.

The procedures followed at the polling place for tabulating ballots and preparing and distributing records will depend on how and where ballots are counted. The authority conducting the election will inform you what method of counting will be used for the election. This chapter focuses on the traditional polling place setup where precinct returns are completed at the polling place.

Precinct returns are generated at each polling place and early voting in person ballots and early voting by mail ballots are counted by the early voting ballot board. The returns are then delivered to the general custodian of election records and the unofficial tabulation of election results is generated.

Election judges should familiarize themselves with the [Election Day - Closing the Polling Place Checklist](#) (Form 7-30) prior to assigning certain parts of the checklist to each election clerk.

## FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election clerk may stand at the end of the line to mark the



last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.

*Note:* Do not take down or remove any signage until the last voter has voted. All legally required signage must remain posted in the designated places under the Texas Election Code.

[Secs. 33.060, 41.031(a), 41.032, 62.002, 65.015(a), 65.015(b), 66.053(c), 66.054, 172.1141, 127.1311]

**\*The following steps may be done simultaneously**

## PRECINCT BALLOT COUNTER

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Retrieve the [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) from the election kit.
2. The election judge then secures the precinct ballot counter so that no additional ballots can be deposited.
3. The election judge closes the poll and prints a minimum of three copies of the results tape.
  - a. Two election officers and, if poll watchers are present, up to two poll watchers must verify and sign the results tapes.
4. On the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate, the election judge must list the Ballot Scanner Identification Number(s) at the top and public count of voted ballots from the results tape in **Row B**.
5. The election judge powers off the precinct ballot counter and unplugs from the surge protector.
6. The counted ballots must be removed from the precinct ballot counter and examined for irregularly marked ballots for processing.<sup>54</sup>
  - a. If there are two or more irregularly marked ballots, **contact the authority conducting the election for more details**.
7. The election judge must review the write-in votes, if any.
  - a. These write-in votes should be hand tallied.<sup>55</sup>
8. The election judge prepares the precinct returns from the results tape printed, and if any, from the write-in votes hand tallied by the precinct election judges and clerks.
9. **If the precinct ballot counter is returned to the central counting station:**
  - a. The voted ballots must be placed, locked, and sealed in Ballot Box No. 3.
    - i. Any seals applied to Ballot Box No. 3 must be documented towards the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - b. The election judge must lock and seal the precinct ballot counter to prepare it for delivery back to the central counting station.
    - i. Document the seal number on the chain of custody form.

### 10. If the precinct ballot counter is NOT returned to the central counting station:

<sup>54</sup> See [Chapter 11](#) of this handbook for examples of irregularly-marked ballots.

<sup>55</sup> See [Chapter 11](#) of this handbook for instructions on completing a hand tally.

- a. The election judge must remove the electronic media from the precinct ballot counter.
  - i. Two election officials must document any seals broken on the precinct ballot counter on the chain of custody form.
- b. Place and seal the electronic media in a transfer case.
  - i. Two election officials and up to two poll watchers, if any are present, may sign the chain of custody document.
- c. The voted ballots must be placed, locked, and sealed in Ballot Box No. 3.
  - i. Any seals applied to Ballot Box No. 3 must be documented towards the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
- d. The election judge must lock and seal the precinct ballot counter.
  - i. Document the seal number on the chain of custody form.

[Secs. 61.002, 66.053, 127.156]

## **HAND-COUNTING OPTICAL/DIGITAL SCAN BALLOTS FROM PRECINCT BALLOT COUNTER**

If the precinct ballot counter is not working properly and the presiding judge concludes that it will not be possible to use a precinct ballot counter, the election officers must either manually count all voted ballots or deliver the ballots for tabulation at a central counting station. At the direction of the authority conducting the election, write-in voting may be counted at the polling place. The rules for manually counting ballots are below.

1. Three original tally lists are required. These tally lists should be completely filled out, which includes the following:
  - a. Names and offices of candidates and/or propositions;
  - b. Date;
  - c. Precinct number;
  - d. Type of election;
  - e. Name of presiding judge; and
  - f. Signature of the person keeping the tally list.
2. Before the counting begins, the ballot box or other designated container should be inspected to ensure that it is empty. It should then be locked and remain locked (except as authorized by the presiding judge) and within view of the counting officers.
3. If a ballot is not counted because two or more marked ballots were folded together or because the judge determines the ballot was not provided to the voter at the polling place, an election officer must indicate on the back of the ballot the reason for not counting it.<sup>56</sup>
4. The officer designated as the reader should remove the ballots from the ballot box.
5. The reader must read and distinctly announce, to the officers keeping the tally lists, each name of a candidate or proposition for which there is a vote.
  - a. The failure of a voter to mark his or her ballot in strict conformity with the law does not invalidate the ballot.
  - b. The failure of a voter to vote a full ballot does not invalidate the ballot.

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<sup>56</sup> If you have a marked ballot folded along with a blank ballot, you should still count the marked ballot. The voter may have unintentionally picked up two ballots, but only voted one.



- c. A ballot must be counted on all races and propositions where the intent of the voter is clearly ascertainable, except where the law expressly prohibits the counting of the ballot.
- d. If a provisional ballot is found outside a provisional ballot affidavit envelope, the ballot must not be counted.
- e. **An individual vote is not counted if:**
  - i. The intent of the voter cannot be determined.
  - ii. The voter marked more than one candidate for one race, except in municipal, school board, or other political subdivision elections where it is possible to vote for more than one candidate in the same race.
  - iii. The voter used a sticker or rubber stamp with the name of a write-in candidate printed or written on it.
  - iv. A November general election, city council officer elections, an independent and common school district trustee election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates.
  - v. *The election is a runoff or primary election and the vote is a write-in.*
  - vi. The voter did not vote for both the presidential and vice-presidential candidate of the same party, except when the voter writes in the name of a declared write-in presidential candidate the vote must be counted even if the name of the corresponding vice-presidential candidate is not written in.
- f. **A ballot is not counted if:**
  - i. The intent of the voter cannot be determined for any races or propositions on the ballot.
  - ii. Two or more marked ballots are folded together in a manner indicating that they were folded together when deposited in the ballot box.
  - iii. The ballot is not numbered and the presiding judge determines that the ballot was not provided at the polling place.
  - iv. The ballot was not deposited in the ballot box.<sup>57</sup>
- 6. As each vote is read, a tally mark is made by the corresponding name or number on the tally sheets.
- 7. The tally lists should be compared periodically and any errors or discrepancies corrected.
- 8. When the reader has completely read and announced all votes on the ballot, he or she deposits the ballot in the ballot box or other designated container.
- 9. Any voted ballot that is not counted is deposited in Ballot Box No. 3.<sup>58</sup>

[Secs. 62.005, 64.008, 65.004, 65.005, 65.008(b), 65.009, 65.010, 65.011, 65.012, 144.006, 146.002, 146.031(d), 146.054, 146.055, 146.082, 171.0231, 192.037; Secs. 11.056(c), 11.304, 130.081, 130.0825, Education Code; Sec. 285.131, Health and Safety Code; Secs. 326.0431, 326.0432, Local Government Code; Secs. 36.059, 49.101, 63.0945, Water Code]

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<sup>57</sup> Failure to mark a ballot in strict conformity with the Election Code does not invalidate the ballot. A vote must be counted if the voter's intent is clearly ascertainable unless other law prohibits counting the vote.

<sup>58</sup> The presiding judge or the counting clerk(s) must make a note on the back of any voted ballot not counted indicating why that ballot was not counted.

## CHECK-IN STATIONS

### ePollbook and MiFi

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each ePollbook vendor.

1. Retrieve the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
2. The election judge must complete the remainder of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - a. If any discrepancies exist, the election judge must attempt to determine how discrepancies occurred. If unable to reconcile the discrepancies, contact the authority conducting the election for further instructions.
  - b. The presiding and alternate judge and, if poll watchers are present, up to two poll watchers must complete and sign the affidavit at the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
3. Power off the MiFi and place into the container in which it was issued.
4. Log out of and power off the ePollbook.
5. Unplug all cords from the ePollbook and return in the case/bag in which it was delivered.
  - a. If applicable, document the seal number on the chain of custody form.

### Poll List (or Combination Form)

Follow instructions provided by the authority conducting the election.

1. Retrieve the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
2. The election judge must complete the remainder of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
  - a. If any discrepancies exist, the election judge must attempt to determine how discrepancies occurred. If unable to reconcile the discrepancies, contact the authority conducting the election for further instructions.
  - b. The presiding and alternate judge and, if poll watchers are present, up to two poll watchers must complete and sign the affidavit at the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
3. Prepare the Poll List (or Combination Forms) for return to the authority conducting the election.

## VOTING AREA

### Ballot Marking Devices

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Remove all posted signs from the privacy screens.
2. Power off ballot marking device.
3. Unplug the ballot marking devices from the surge protector.
4. Unplug the cords from the ballot marking device and place in carrying case in which they came.



5. Disassemble and pack all voting booths and privacy screens.
6. Seal each ballot marking device.
7. Pack up all surge protectors and other supplies in the boxes in which they came.

[Secs. 61.002, 127.066(c)]

## DISTRIBUTION OF ELECTION RECORDS

Follow instructions provided by the authority conducting the election.

1. Making Out the Returns
  - a. Two election officials and up to two poll watchers, if any are present, must sign the results tape.
  - b. If write-in votes were hand tallied, an election judge must total each tally list to obtain the total number of votes cast for each candidate and/or for or against each proposition.
  - c. The presiding judge must complete and sign the [Return Sheet](#) (Form 11-7) based on the results provided from the printed results tape and any tally sheets completed from counting write-in votes, if any.
2. Election records must be filed in four envelopes (*five in a primary election*) and three secure ballot boxes or containers. Refer to the table below for the contents of each envelope or box.

*Note:* The Poll List and Combination Form may be in the form of an ePollbook.

CONTENTS	ENVELOPE NO. 1	ENVELOPE NO. 2
	<ul style="list-style-type: none"> <li>• Results tape, if any</li> <li>• Original of the precinct returns, if applicable<sup>59</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Results tape, if any</li> <li>• Original of the Poll List or Combination Form</li> <li>• Reasonable Impediment Declarations</li> <li>• Signature Roster or Combination Form</li> <li>• Precinct Early Voting List</li> <li>• Certificates of appointment of poll watchers</li> <li>• Original copy of Statement of Compensation and Oaths, in some circumstances</li> <li>• Notice of Total Number of Voters Who Have Voted</li> <li>• Oaths of Election Officers</li> <li>• Oaths of Assistance and Oaths of Interpreters</li> <li>• Affidavits completed at the polling place, except affidavits required to be placed in Envelope No. 4</li> <li>• List of Provisional Voters</li> </ul>

<sup>59</sup> Unless you are required to send ballots to central counting station due to irregularities and discrepancies in counts.

<b>CONTENTS</b>	<b>ENVELOPE NO. 3</b>	<b>ENVELOPE NO. 4</b>
	<ul style="list-style-type: none"> <li>Results tape, if any</li> <li>Copy of the Poll List or Combination Form</li> <li>Copy of the List of Provisional Voters</li> <li>Copy of the Register of Official Ballots/ Ballot and Seal Certificate</li> <li>Copy of the Statement of Compensation and Oaths</li> </ul>	<ul style="list-style-type: none"> <li>Precinct List of Registered Voters and Supplemental List of Registered Voters, if any</li> <li>Registration correction list, if any</li> <li>Statements of Residence, if any</li> <li>Copy of the Poll List or Combination Form, if used instead of individual affidavits</li> </ul>
	<b>ENVELOPE NO. 5</b> <i>This envelope is delivered with Envelope No. 1</i>	<b>ENVELOPE FOR REQUESTS AND CANCELED BALLOTS</b> <i>This envelope is placed in Ballot Box No. 4</i>
	<ul style="list-style-type: none"> <li><i>Original of the Statement of Compensation and Oaths in a Primary Election</i></li> </ul>	<ul style="list-style-type: none"> <li>Request to Cancel Ballot by Mail for Use in the Polling Place</li> <li>Register of Surrendered Ballots by Mail</li> <li>Surrendered ballots by mail, if any</li> <li>Notice of Improper Delivery and Notice of Surrendered Ballot, if any</li> </ul>
	<b>ENVELOPE FOR SPOILED BALLOTS</b> <i>This envelope is placed in Ballot Box No. 4</i>	<b>TRANSFER CASE</b>
	<ul style="list-style-type: none"> <li>Register of Spoiled Ballots, if any</li> <li>Spoiled ballots, if any</li> </ul>	<ul style="list-style-type: none"> <li>Electronic media</li> <li>Results tape, if applicable</li> <li>Copy of the Register of Official Ballots/Ballot and Seal Certificate, if applicable</li> </ul>
	<b>BALLOT BOX NO. 3</b> <i>(optical/digital scan or emergency paper ballots for accessible equipment, if any)</i>	<b>BALLOT BOX NO. 4</b>
	<ul style="list-style-type: none"> <li>Voted ballots</li> <li>Results tape, if any</li> <li>Copy of the Poll List or Combination Form<sup>60</sup></li> <li>Original of the Register of Official Ballots/ Ballot and Seal Certificate</li> <li>Memory card or any other electronic data storage medium</li> </ul>	<ul style="list-style-type: none"> <li>Printout of results tape(s), if instructed by the general custodian</li> <li>Original of the Register of Official Ballots</li> <li>Envelope for Spoiled Ballots, if any</li> <li>Defectively-printed ballots, if any</li> <li>Envelope for Requests and Canceled Ballots</li> <li>Unused ballots, if any</li> </ul>
	<b>SECURED CONTAINER USED FOR THE DEPOSIT OF VOTED PROVISIONAL BALLOTS</b>	
	<ul style="list-style-type: none"> <li>Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes</li> <li>Original List of Provisional Voters</li> </ul>	

<sup>60</sup> If the Poll List or memory card is too large for the pre-locked, pre-sealed ballot box, it may be placed in another secure container if such placement has been approved by the Secretary of State.



3. Time
  - a. Records must be delivered to the appropriate authority immediately after the precinct returns are completed.
  - b. When counting at the precinct level, if the judge determines that the ballots will not be counted in time to permit delivery of the records by 2 a.m. of the day following the election, he or she must notify the general custodian of election records by telephone between midnight of election day and 1 a.m. of the following day of:
    - i. The total number of voters voting as indicated by the Poll List;
    - ii. The vote totals tallied for each candidate and for and against each measure at the time of notification;
    - iii. Total number of provisional votes (this is recommended); and
    - iv. The expected time of finishing the count.
  - c. In every election, the precinct election records must be delivered to the appropriate authorities not later than 24 hours after the polls close.
4. The presiding judge retains Envelope No. 3. The remaining election records are delivered to the general custodian of election records for distribution to the Presiding Officer of the Local Canvassing Authority, Voter Registrar, and *County Chair in a Primary Election*.

[Secs. 31.014, 32.094, 61.002, 63.003(b), 63.004(c), 65.014(c), 66.025, 66.053, 127.156, 127.157]

*Combined Ballot Register of Official Ballots and Ballot and Seal Certificate* (Form 7-26)  
 To account for all ballots received by election judges.

<small>7-26                  Prescribed by Secretary of State                  Section 127.156, 65.013, Texas Election Code                  9/2023</small>						
<b>REGISTER OF OFFICIAL BALLOTS/                  BALLOT AND SEAL CERTIFICATE</b>						
Election Title: <u>Pre-filled in</u>		Location Name: <u>Pre-filled in</u>				
Date: <u>Nov. 8, 2050</u>		Ballot Scanner Identification Number(s): <u>From configuration report</u>				
<b>INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!</b> Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.						
<b>A. Number of Blank Ballots Received</b>	Initial Ballots Issued <u>Pre-filled in</u>	Supplemental Ballots Received <u>Extra Ballots, if brought to you</u>	<b>A Total</b> <u>Record total here</u>			
<b>B. Public Count of voted Ballots from Ballot Scanner Results Tape</b>	Public Count from Ballot Scanner <u>From Scanner</u>					
<b>C. Number of Emergency Ballots secured in Emergency Ballot Bag</b>	Recorded on Ballot Transmittal Form <u>From Ballot Transmittal Form, if Emergency Compartment was used.</u>					
<b>D. Number of voted Provisional Ballots</b>	Number of Provisional Ballots <u>From List of Provisional Voters</u>					
<b>E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge</b>	Number of Spoiled Ballots <u>Spoiled Ballots</u>	Number of Abandoned Ballots <u>Abandoned Ballots</u>	Number of Unused Ballots, Signed <u>Signed Ballots</u>	<b>E Total</b> <u>Record total here</u>		
<b>F. Number of Unused Unsigned Ballots</b>	Number of Unused Ballots, Unsigned <u>Unsigned ballots from open package + (#of unopened packages x #of ballots per package)</u>			<b>G Total</b> <u>Record total here</u>		
<b>G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)</b> <u>Record numbers from each box</u>	Number from Box B <u>B</u>	Number from Box C <u>C</u>	Number from Box D <u>D</u>	Number from Box E <u>E</u>	Number from Box F <u>F</u>	<b>G Total</b> <u>Record total here</u>
<b>H. Total number of Ballots unaccounted for (Line A minus Line G)</b>	Number from Box A <u>A</u>	Number from Box G <u>G</u>			<b>H Total</b> <u>Record total here</u>	
<b>I. Total number of names on the Poll List or Combination Forms or ePollbook</b>	Total Check-ins (Regular + Provisional Check-ins) <u>Total Check-Ins (Regular + Provisional)</u>					
<b>J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)</b>	Number from Box I <u>I</u>	Number from Box H <u>H</u>	Number from Box D <u>D</u>	Number from Box C <u>C</u>	<b>J Total</b> <u>Record total here</u>	
<small>* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.</small>						
Record the serial numbers of the seals used on the Blue Ballot Bin: _____						
<b>AFFIDAVIT</b> We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.						
WITNESS MY HAND this <u>DAY</u> day of <u>MONTH</u> 20 <u>##</u>						
Presiding Judge: <u>MUST SIGN</u> Clerk: <u>Sign if present</u>						
Alternate Judge: <u>MUST SIGN</u> Clerk: _____						
Poll Watcher (if present): <u>Sign if present</u> Clerk: _____						
Poll Watcher (if present): _____ Clerk: _____						
White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)						



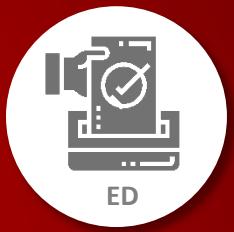
## SECURING THE POLLING PLACE

Follow instructions provided by the authority conducting the election.

1. Remove all posted signs inside the polling place.
2. Remove all posted signs outside the polling place, including directional signs near the road, curbside, and *party signs* (in primary elections).
  - a. Refer to the [Election Day – Opening the Polling Place Checklist](#) (Form 7-29) for a list of signs, if needed.
3. Pick up and discard all trash and debris in the polling place.
  - a. Restore the room(s) to its original condition.
4. If any equipment/supplies were delivered to the polling place by the authority conducting the election, make sure the items are accounted for, packed, and returned in the same manner in which they were delivered.
  - a. Remove all tape from the electrical cords.
5. Close and seal any applicable supply cabinet, cage, or caddy.
  - a. Document chain of custody.
6. Complete, organize, and sign all required paperwork.
  - a. Secure and log all ballot boxes.
7. Complete and sign the [Statement of Compensation and Oaths](#) (Form 7-3) or other applicable timesheets for payroll purposes.
8. Do a final walk-through before leaving the polling place.
  - a. Gather all applicable equipment and election records for transport to the election authority.
9. Secure the facility for the night, as instructed by the election authority or facility manager.
10. Return all applicable equipment and election records to the general custodian of election records.
  - a. Two election officers must deliver the ballot box to the central counting station.
  - b. Poll watchers may accompany election officers delivering election records. If delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that enables the watcher to keep the delivery vehicle in sight.
  - c. An election officer responsible for delivering election returns or voted ballots commits a Class B misdemeanor if he or she:
    - i. Fails to make the delivery to the appropriate authority;
    - ii. Fails to make the delivery by the deadline prescribed by Section 66.053(c); or
    - iii. Fails to prevent another person from handling, in an unauthorized manner, the returns or voted ballots that the officer is responsible for delivering while they are in the officer's custody.

[Secs. 33.060, 65.013, 66.026, 66.054, 66.062(a) & (b); 1 T.A.C. Secs. 81.172—81.176]





# Chapter 11

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ELECTION DAY: CLOSING THE POLLS  
WHEN BALLOTS ARE HAND-COUNTED

# Chapter At-a-Glance

## The poll worker will understand the process to close the polls when ballots are hand-counted

- Identify the process for final voters of the day.
- Identify the preliminary procedure for hand-counted ballots.
- Identify the counting procedure for hand-counted ballots.
- Identify the rules for counting paper ballots.
- Identify the process for closing a hand-counted ballot box.
- Identify the process for closing the check-in stations.
- Identify the process for closing the voting area.
- Describe the distribution of election records.
- Identify the process for securing the polling place.

The procedures followed at the polling place for tabulating ballots and preparing and distributing records will depend on how and where ballots are counted. The authority conducting the election will inform you what method of counting will be used for the election. This chapter focuses on the traditional polling place setup where ballots are hand-counted at the polling place.

Precinct returns are generated at each polling place and early voting in person ballots and early voting by mail ballots are counted by the early voting ballot board. The returns are then delivered to the general custodian of election records and the unofficial tabulation of election results is generated.

Election judges should familiarize themselves with the [Election Day - Closing the Polling Place Checklist](#) (Form 7-30) prior to assigning certain parts of the checklist to each election clerk.



## FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.



*Note:* Do not take down or remove any signage until the last voter has voted. All legally required signage must remain posted in the designated places under the Texas Election Code.

[Secs. 33.060, 41.031(a), 41.032, 62.002, 65.015(a), 65.015(b), 66.053(c), 66.054, 172.1141, 127.1311]

**\*The following steps may be done simultaneously**

## PRELIMINARY PROCEDURE FOR HAND-COUNTED BALLOTS

Follow instructions provided by the authority conducting the election. If you do not have instructions, notify the authority conducting the election as soon as possible.

1. The presiding judge may tell the counting officers to start counting ballots if it is after 8 a.m. and there are more than 10 ballots in the box containing voted ballots.
  - a. If the counting of ballots has not yet started, it must start at 7 p.m. or when the polls close, whichever is later, and continue without interruption until all ballots are counted.
  - b. Each counting team must consist of at least two people.
  - c. If counting will be conducted at the polling place while polls are open, counting activities should occur in a separate room in the polling place. It is important to physically separate the area in which ballots are counted from the area in which voters are voting to prevent counting activities from interfering with voting activities and to prevent the release of results before the time polls close.<sup>61</sup>
2. Three original tally lists are required. These tally lists should be completely filled out and include the following:
  - a. Names and offices of candidates and/or propositions;
  - b. Date;
  - c. Precinct number;
  - d. Type of election;
  - e. Name of presiding judge; and
  - f. Signature of the person keeping the tally list.

<sup>61</sup> You may keep track of the number of ballots cast by noting on the Poll List when Ballot Boxes No. 1 and No. 2 are interchanged.

3. Before the counting begins, Ballot Box No. 3 should be inspected to ensure that it is empty. It should then be locked and remain locked (except as authorized by the presiding judge) and within view of the counting officers.
4. No marks should be made on any ballot by an election officer, except that if a ballot is not counted, an election officer must indicate on the back of the ballot the reason for not counting it.
5. A member of a counting team may not be replaced after vote tallying is begun unless each existing discrepancy among the three tally lists is corrected before the replacement is made. If a counting officer is replaced on a counting team after the tallying is begun, the officer to be replaced must certify the accuracy of the list the officer has kept, as of the time of the replacement, by signing the list at that time.

## COUNTING PROCEDURE FOR HAND-COUNTED BALLOTS

1. The counting officers should open the ballot box containing voted ballots as soon as it is received.
2. Provisional ballot envelopes, if any, must be separated from the ballots and placed in Ballot Box No. 4.
3. The officer designated as the caller should remove the ballots from the ballot box.
4. The caller must read and distinctly announce, to the officers keeping the tally lists (the talliers), each name of a candidate or proposition for which there is a vote.
  - a. The failure of a voter to mark his or her ballot in strict conformity with the law does not invalidate the ballot.
  - b. The failure of a voter to vote a full ballot does not invalidate the ballot.
  - c. A ballot must be counted on all races and propositions where the intent of the voter is clearly ascertainable, except where the law expressly prohibits the counting of the ballot.
  - d. If a provisional ballot is found outside a provisional ballot affidavit envelope, the ballot must not be counted.
5. As each vote is read, a tally mark is made by the corresponding name or number on the tally lists.
6. The tally lists should be compared periodically and any errors or discrepancies corrected. If a discrepancy is discovered, the ballots must be recounted and the necessary corrections must be made on the lists.
7. When the caller has completely read and announced all the votes on the ballot, he or she deposits the ballot in Ballot Box No. 3.
8. Any voted ballot that is not counted is also deposited in Ballot Box No. 3 with an indication on the back of the ballot as to the reason.
  - a. An individual vote is not counted if:
    - i. The intent of the voter cannot be determined.
    - ii. The voter marked more than one candidate for one race, except in municipal, school board, or other political subdivision elections where it is possible to vote for more than one candidate in the same race.
    - iii. The voter used a sticker or rubber stamp with the name of a write-in candidate printed or written on it.
    - iv. A November general election, city council officer elections, an independent and common school district trustee election, special elections for state representative and state senator, or other elections where declaration of write-in is required and



- the voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates.
- v. The election is a runoff election and the vote is a write-in.
  - vi. The voter did not vote for both the presidential and vice-presidential candidate of the same party, except when the voter writes in the name of a declared write-in presidential candidate the vote must be counted even if the name of the corresponding vice-presidential candidate is not written in.
  - b. A ballot is not counted if:
    - i. The intent of the voter cannot be determined for any races or propositions on the ballot.
    - ii. Two or more marked ballots are folded together in a manner indicating that they were folded together when deposited in the ballot box.
    - iii. The ballot is not numbered and the presiding judge determines that the ballot was not provided at the polling place.
    - iv. The ballot was not deposited in the ballot box.

**Failure to mark a ballot in strict conformity with this code does not invalidate the ballot. A vote must be counted if the voter's intent is clearly ascertainable unless other law prohibits counting the vote.**

[Secs. 64.008, 65.001, 65.002, 65.004, 65.005, 65.006, 65.008(b), 65.009, 65.010, 65.011, 65.012, 144.006, 146.002, 146.031(d), 146.054, 146.055, 146.082, 171.0231, 192.037; Secs. 11.056(c), 11.304, 130.081, 130.0825, Education Code; Sec. 285.131, Health and Safety Code; Secs. 326.0431, 326.0432, Local Government Code; Secs. 36.059, 49.101, 63.0945, Water Code; 1 T.A.C. Secs. 81.172—81.176]

## RULES FOR COUNTING PAPER BALLOTS

1. The voter should mark his or her ballot by placing an "X" or other mark in the square or shape beside each candidate, proposition, or party column for which he or she wishes to vote (see Figure 1).

Primary Election Ballot	
Candidates for Governor	
<input type="checkbox"/>	Candidate A
<input type="checkbox"/>	Candidate B
<input checked="" type="checkbox"/>	Candidate C*

General Election Ballot				
Candidates for Governor				
Party A	Party B	Party C	Independent	Write-In
<input type="checkbox"/> Candidate A	<input type="checkbox"/> Candidate B	<input checked="" type="checkbox"/> Candidate C*		

Figure 1: Illustrations of marked ballots  
(Asterisk indicate the candidates for whom the ballot is counted)

2. Election officers may not refuse to count a ballot because the voter marked his or her ballot by scratching out the names of candidates for whom, or the statement of propositions for which he or she did not want to vote (see Figure 2).

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Second Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Fourth Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate		
Fifth Office	<input type="checkbox"/> Candidate*		<input type="checkbox"/> Candidate		
Sixth Office	<input type="checkbox"/> Candidate*		<input type="checkbox"/> Candidate		
Seventh Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate		
Eighth Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	

Figure 2: Illustration of the scratch method  
(Asterisks indicate the candidates for whom the ballot is counted)

3. A vote must be counted if the intent of the voter is clearly ascertainable.
4. An entire ballot cannot be voided if the intent of the voter can be determined for any one race or proposition on the ballot.
5. An individual vote is not counted:
  - a. If the intent of the voter cannot be determined.
  - b. If the voter marked more than one candidate for one race.
  - c. If the voter has marked more candidates than are to be elected in municipal, school board, or other political subdivision elections where it is possible to vote for more than one candidate in the same race (see Figure 3). A ballot is not invalid if the voter has marked fewer candidates than the number to be elected (see Figure 4).
  - d. If the voter used a sticker or rubber stamp with the name of a write-in candidate printed or written on it.



<b>Vote for None, One, Two, or Three</b>	
<input checked="" type="checkbox"/>	Candidate
<input checked="" type="checkbox"/>	Candidate
<input type="checkbox"/>	Candidate
<input type="checkbox"/>	Candidate
<input checked="" type="checkbox"/>	Candidate
<input checked="" type="checkbox"/>	Candidate

Figure 3: Illustration of over-voting, by which voter has voted for more candidates than are to be elected  
(*No portion of this ballot is counted*)

<b>Vote for None, One, Two, or Three</b>	
<input checked="" type="checkbox"/>	Candidate*
<input type="checkbox"/>	Candidate
<input checked="" type="checkbox"/>	Candidate*
<input type="checkbox"/>	Candidate
<input type="checkbox"/>	Candidate
<input type="checkbox"/>	Candidate

Figure 4: Illustration of under-voting, by which voter has voted for fewer candidates than are to be elected  
(*A vote is counted for each candidate receiving a vote*)

- e. In a November general election, city council officer elections, an independent or common school district trustee election, hospital district election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates.
  - f. If the election is a runoff election and a voter writes in any candidate's name; no write-in votes may be counted at a runoff election.
  - g. If the voter voted for the presidential candidate of one party and the vice-presidential candidate of another party or voted for the presidential or vice-presidential candidate of one party and wrote in the name of a candidate he or she desires to vote for instead of that candidate's running mate.
6. A ballot is not counted:
- a. If the intent of the voter cannot be determined (see Figure 5).
  - b. If two or more marked ballots are folded together in a manner that indicates they were folded together when deposited in the ballot box by the voter.<sup>62</sup>
  - c. If the ballot is not numbered or not signed by the judge and the judge determines the ballot was not provided at the polling place. A ballot that is unnumbered or unsigned may be counted if the judge determines that it was provided at the polling place.
  - d. If a marked ballot is found in a location other than inside the ballot box, the entire ballot may not be counted. The election judge must make a notation on the back of the ballot as to the reason it was not counted. This ballot is then placed in Ballot Box No. 3 with other ballots that have been counted.
  - e. If it is a provisional ballot found by an election worker in the ballot box and not sealed in the provisional voter affidavit envelope.

<sup>62</sup> If you have a marked ballot folded along with a blank ballot, you should still count the marked ballot. The voter may have unintentionally picked up two ballots, but only voted one.

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Second Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Joe Doe
Fourth Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate			
Fifth Office	<input checked="" type="checkbox"/> Candidate		<input checked="" type="checkbox"/> Candidate		
Sixth Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		
Seventh Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate		
Eighth Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	

Figure 5: Illustration of lack of knowledge of intent of voter  
(*No portion of this ballot is counted*)

## 7. Write-in Votes

- In a November general election, city council officer elections, an independent or common school district trustee election, hospital district election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates, **the vote is not counted**.
- In all elections other than those listed in above, **all write-ins are counted**.
- If only one candidate files for precinct chair, the election for that office is not held and the county chair must prepare a sign notifying voters that the candidate will be declared elected to the office at the time of the local canvass. An election officer must post the sign in one or more locations in the polling place.
- In a runoff election, **no write-ins are counted**.
- The first time a name is read, enter it on the tally list and also make a tally mark by the name. Each subsequent time the name is read, make a tally mark by the name.

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input type="checkbox"/> Joe Doe*
Second Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate*			<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate*			<input type="checkbox"/> _____
Fourth Office	<input type="checkbox"/> Candidate				
Sixth Office	<input type="checkbox"/> Candidate				
Seventh Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate*			

Figure 6: Illustration of write-in vote without marking write-in box  
(*The asterisks indicate the candidates for whom the ballot is counted*)



- f. Where a voter fails to properly mark an "X" in the write-in box, the write-in vote **may be counted** if the voter has written in the name of the declared write-in candidate for elections where declarations are required or name of person in elections where they are not required and the presiding judge can determine the intent of the voter (see Figure 6).
- g. A ballot voted where the voter only marked an "X" in the write-in square and did not write-in the name of a declared write-in candidate should **not be counted**.

### Irregularly-Marked Ballots

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Second Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Fourth Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate			
Fifth Office	<input type="checkbox"/> Candidate*				
Sixth Office	<input type="checkbox"/> Candidate*				
Seventh Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	
Eighth Office	<input type="checkbox"/> Candidate*	<input type="checkbox"/> Candidate			

Example 1: Illustration of the scratch method  
(Asterisks indicate the candidates for whom the ballot is counted)

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Second Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> _____
Fourth Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate			
Fifth Office	<input checked="" type="checkbox"/> Candidate		<input checked="" type="checkbox"/> Candidate		
Sixth Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		
Seventh Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate			
Eighth Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input type="checkbox"/> Candidate	

Example 2: Illustration of lack of knowledge of intent of voter  
(No portion of this ballot is counted)

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate		<input type="checkbox"/> <u>Joe Doe*</u>
Second Office	<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate*			<input type="checkbox"/> _____
Third Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate			<input type="checkbox"/> _____
Fourth Office	<input checked="" type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Candidate			
Fifth Office	<input type="checkbox"/> Candidate				
Sixth Office	<input type="checkbox"/> Candidate				
Seventh Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate			
Eighth Office	<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate			

Example 3: Illustration of voter failing to mark an "X" in the write-in box.

The write-in vote may be counted if the presiding judge can determine intent of voter.

*(Asterisks indicate the candidates for whom the ballot is counted)*

[Secs. 52.070(e), 64.003, 65.005(a), 65.008(b), 65.009, 65.010, 65.011, 144.006, 146.001, 146.002, 146.031(d), 146.054, 146.055, 146.082, 171.0221, 171.0231, 192.037; Secs. 11.056(c), 11.304, 130.081, 130.0825, Education Code; Sec. 285.131, Health and Safety Code; Secs. 326.0431, 326.0432, Local Government Code; Secs. 36.059, 49.101, 63.0945, Water Code; 1 T.A.C. Secs. 81.172—81.176]

## CLOSING A HAND-COUNTED BALLOT BOX

Follow instructions provided by the authority conducting the election. Once the vote totals have been reconciled, proceed with the following actions:

1. The election judge must lock and seal the ballot box slot with a tamper-evident seal or wire hasp seal.
  - a. Two election officers and, if poll watchers are present, up to two poll watchers must sign the seal (depending on how the box is designed). Write the serial number of the wire hasp seal, if applicable, on the tamper-evident seal.
  - b. Document the seal number on the chain of custody form, if not already pre-printed.

## CHECK-IN STATIONS

### ePollbook and MiFi

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each ePollbook vendor.

1. Power off the MiFi and place into the container in which it was issued.
2. Log out of and power off the ePollbook.
3. Unplug all cords from the ePollbook and return in the case/bag in which it was delivered.
  - a. If applicable, document the seal number on the chain of custody form.



## **Poll List (or Combination Form)**

Follow instructions provided by the authority conducting the election.

1. Prepare the Poll List (or Combination Forms) for return to the authority conducting the election.

## **VOTING AREA**

### **Hand-Marked Paper Ballot Stations**

Follow instructions provided by the authority conducting the election.

1. Remove all indelible marking instruments from each voting booth.
2. Remove all posted signs from the privacy screens.
3. Disassemble and pack all voting booths and privacy screens.

## **DISTRIBUTION OF ELECTION RECORDS**

Follow instructions provided by the authority conducting the election.

1. Making Out the Returns
  - a. After all ballots are counted, each tally list must be totaled and signed by the counting officer keeping it. If more than one officer has kept one particular list, each officer signs upon finishing.
  - b. Total each tally list to obtain the total number of votes cast for each candidate and/or for or against each proposition.
  - c. The presiding judge must complete and sign the [Return Sheet](#) (Form 11-7).
2. The election judge must then complete and sign the [Register of Official Ballots](#) (Form 7-23).
3. Election records must be filed in four envelopes (*five in a primary election*) and three secure ballot boxes or containers. Refer to the table below for the contents of each envelope or box.

*Note:* The Poll List and Combination Form may be in the form of an ePollbook.

## CONTENTS

ENVELOPE NO. 1	ENVELOPE NO. 2
<ul style="list-style-type: none"> <li>• Original of the precinct returns</li> <li>• Copy of the tally list</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the precinct returns</li> <li>• Copy of the tally list</li> <li>• Original of the Poll List or Combination Form</li> <li>• Reasonable Impediment Declarations</li> <li>• Signature Roster or Combination Form</li> <li>• Precinct Early Voting List</li> <li>• Certificates of appointment of poll watchers</li> <li>• Original copy of Statement of Compensation and Oaths, in some circumstances</li> <li>• Notice of Total Number of Voters Who Have Voted</li> <li>• Oaths of Election Officers</li> <li>• Oaths of Assistance and Oaths of Interpreters</li> <li>• Affidavits completed at the polling place, except affidavits required to be placed in Envelope No. 4</li> <li>• List of Provisional Voters</li> </ul>
ENVELOPE NO. 3	ENVELOPE NO. 4
<ul style="list-style-type: none"> <li>• Copy of the precinct returns</li> <li>• Copy of the Poll List or Combination Form</li> <li>• Copy of the List of Provisional Voters</li> <li>• Copy of the Register of Official Ballots/ Ballot and Seal Certificate</li> <li>• Copy of the Statement of Compensation and Oaths</li> </ul>	<ul style="list-style-type: none"> <li>• Precinct List of Registered Voters and Supplemental List of Registered Voters, if any</li> <li>• Registration correction list, if any</li> <li>• Statements of Residence, if any</li> <li>• Copy of the Poll List or Combination Form, if used instead of individual affidavits</li> </ul>
ENVELOPE NO. 5	ENVELOPE FOR REQUESTS AND CANCELED BALLOTS
<p style="text-align: center;"><i>This envelope is delivered with Envelope No. 1</i></p> <ul style="list-style-type: none"> <li>• <i>Original of the Statement of Compensation and Oaths in a Primary Election</i></li> </ul>	<p style="text-align: center;"><i>This envelope is placed in Ballot Box No. 4</i></p> <ul style="list-style-type: none"> <li>• Request to Cancel Ballot by Mail for Use in the Polling Place</li> <li>• Register of Surrendered Ballots by Mail</li> <li>• Surrendered ballots by mail, if any</li> <li>• Notice of Improper Delivery and Notice of Surrendered Ballot, if any</li> </ul>
ENVELOPE FOR SPOILED BALLOTS	SECURED CONTAINER USED FOR THE DEPOSIT OF VOTED PROVISIONAL BALLOTS
<p style="text-align: center;"><i>This envelope is placed in Ballot Box No. 4</i></p> <ul style="list-style-type: none"> <li>• Register of Spoiled Ballots, if any</li> <li>• Spoiled ballots, if any</li> </ul>	<ul style="list-style-type: none"> <li>• Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes</li> <li>• Original List of Provisional Voters</li> </ul>



CONTENTS	BALLOT BOX NO. 3 (optical/digital scan or emergency paper ballots for accessible equipment, if any)	BALLOT BOX NO. 4
	<ul style="list-style-type: none"> <li>• Voted ballots</li> <li>• Original of Precinct Returns</li> <li>• Cast ballots, regardless of counting decisions made</li> <li>• A copy of the tally list</li> <li>• A copy of the Poll List or Combination Form<sup>63</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Original of the Register of Official Ballots</li> <li>• Envelope for Spoiled Ballots, if any</li> <li>• Defectively-printed ballots, if any</li> <li>• Envelope for Requests and Canceled Ballots</li> <li>• Unused ballots, if any</li> </ul>

4. Time
  - a. Records must be delivered to the appropriate authority immediately after the precinct returns are completed.
  - b. When counting at the precinct level, if the judge determines that the ballots will not be counted in time to permit delivery of the records by 2 a.m. of the day following the election, he or she must notify the general custodian of election records by telephone between midnight of election day and 1 a.m. of the following day of:
    - i. The total number of voters voting as indicated by the Poll List;
    - ii. The vote totals tallied for each candidate and for and against each measure at the time of notification;
    - iii. Total number of provisional votes (this is recommended); and
    - iv. The expected time of finishing the count.
  - c. In every election, the precinct election records must be delivered to the appropriate authorities not later than 24 hours after the polls close.
5. The presiding judge retains Envelope No. 3. The remaining election records are delivered to the general custodian of election records for distribution to the Presiding Officer of the Local Canvassing Authority, Voter Registrar, and *County Chair in a Primary Election*.

[Secs. 31.014, 32.094, 33.060, 63.003(b), 63.004(c), 65.005(c), 65.014(c), 65.053, 66.003(b)(3), 66.025, 66.051(b), 127.066, 172.1141]

## SECURING THE POLLING PLACE

Follow instructions provided by the authority conducting the election.

1. Remove all posted signs inside the polling place.
2. Remove all posted signs outside the polling place, including directional signs near the road, curbside, and *party signs (in primary elections)*.
  - a. Refer to the [Election Day – Opening the Polling Place Checklist](#) (Form 7-29) for a list of signs, if needed.
3. Pick up and discard all trash and debris in the polling place.
  - a. Restore the room(s) to its original condition.

<sup>63</sup> If the Poll List is too large for Ballot Box No. 3, it may be placed in another secure container if such placement has been approved by the Secretary of State.



4. If any equipment/supplies were delivered to the polling place by the authority conducting the election, make sure the items are accounted for, packed, and returned in the same manner in which they were delivered.
  - a. Remove all tape from the electrical cords.
5. Close and seal any applicable supply cabinet, cage, or caddy.
  - a. Document chain of custody.
6. Complete, organize, and sign all required paperwork.
  - a. Secure and log all ballot boxes.
7. Complete and sign the [Statement of Compensation and Oaths](#) (Form 7-3) or other applicable timesheets for payroll purposes.
8. Do a final walk-through before leaving the polling place.
  - a. Gather all applicable equipment and election records for transport to the election authority.
9. Secure the facility for the night, as instructed by the election authority or facility manager.
10. Return all applicable equipment and election records to the general custodian of election records.
  - a. Two election officers must deliver the ballot box to the central counting station.
  - b. Poll watchers may accompany election officers delivering election records. If delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that enables the watcher to keep the delivery vehicle in sight.
  - c. An election officer responsible for delivering election returns or voted ballots commits a Class B misdemeanor if he or she:
    - i. Fails to make the delivery to the appropriate authority;
    - ii. Fails to make the delivery by the deadline prescribed by Section 66.053(c); or
    - iii. Fails to prevent another person from handling, in an unauthorized manner, the returns or voted ballots that the officer is responsible for delivering while they are in the officer's custody.

[Secs. 33.060, 65.013, 66.026, 66.054, 66.062(a) & (b); 1 T.A.C. Secs. 81.172—81.176]









# Appendix A

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VOTING SYSTEMS

# Chapter At-a-Glance

## The poll worker will understand the basic operations of voting systems

- Locate who to contact for troubleshooting voting equipment.
- Identify EVS 6.1.1.0 voting systems, including DS200, ExpressTouch, and ExpressVote
- Identify EVS 6.3.0.0 voting systems, including DS200, ExpressTouch, and ExpressVote
- Identify Verity 2.5 voting systems, including Controller Duo Scan, Controller Touch, Duo Stand Alone Scan, Scan Touch Writer, and Verity Print
- Identify Verity 2.7 voting systems, including Controller Duo Scan, Duo Stand Alone Scan, Scan Touch Writer, Verity Print

## TROUBLESHOOTING VOTING EQUIPMENT

To conduct each election properly and efficiently, you should understand the basic operation of voting equipment. Technology is continually evolving, and equipment may change from one election to the next. The authority conducting the election may offer you in person hands-on training. **In the event that a piece of equipment becomes inoperable or you run into any technical issues, immediately contact the authority conducting the election for specific guidance.**

### ES&S EVS 6.1.1.0

- [DS200 Poll Worker Guide](#)
- [DS200 Quick Start Guide](#)
- [DS200 Admin Quick Start Guide](#)
- [ExpressTouch Poll Worker Guide](#)
- [ExpressTouch Quick Start Guide](#)
- [ExpressVote Poll Worker Guide](#)

### HART VERITY 2.5

- [Verity 2.5 Controller Duo Scan](#)
- [Verity 2.5 Controller Touch](#)
- [Verity 2.5 Duo Stand Alone Scan](#)
- [Verity 2.5 Scan Touch Writer](#)
- [Verity 2.5 Verity Print](#)

### ES&S EVS 6.3.0.0

- [DS200 Poll Worker Guide](#)
- [DS200 Admin Quick Start Guide](#)
- [DS300 Poll Worker Guide](#)
- [ExpressTouch Poll Worker Guide](#)
- [ExpressTouch Poll Worker Quick Start Guide](#)
- [ExpressVote Poll Worker Guide](#)

### HART VERITY 2.7

- [Verity 2.7 Controller Duo Scan](#)
- [Verity 2.7 Duo Stand Alone Scan](#)
- [Verity 2.7 Scan Touch Writer](#)
- [Verity 2.7 Verity Print](#)









# Appendix B

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DRE VOTING MACHINES

Direct recording electronic (DRE) voting machines are designed to allow a direct vote on the machine by the manual touch of a screen, monitor, wheel, or other device that records the individual votes and vote totals electronically.

### Disclaimer

Section 129.003 of the Texas Election Code states that DRE voting machines must not be used in an election held after September 1, 2026 except for curbside voting purposes.

## PREPARE THE VOTING AREA

Follow instructions provided by the authority conducting the election regarding whether to set up voting equipment the day prior or the morning of opening the polling place. If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. The following steps may be different for each voting system vendor.

1. Arrange the voting booths so they are spaced appropriately. Ensure that there is at least 60 inches of turning space in front of the voting booths.
2. Verify all seals and document chain of custody.
3. Break any seals on outside of the DRE carrying case.
4. Remove each DRE and cords from the carrying case.
5. Find the surge protector and plug into the nearest power outlet. Plug each DRE into the surge protector or daisy-chain the power cords and plug into the surge protector, depending on the voting system. Use the toggle switch to turn the surge protector on.
  - a. Position cords to keep a safe work environment. Cords must all be out of the path of walkways.
6. Make disability tools readily available (e.g., headphones, sip-and-puff device, audio-tactile keypad, audio-tactile interface).
7. Once each DRE is on, follow specific instructions provided by the authority conducting the election. Verify that battery backup is on.
  - a. Verify any seals and document chain of custody.
8. Set up privacy screens around each DRE.
  - a. Consider numbering each voting booth with numbers to help direct voters.
9. Post required signs according to instructions.

## OPENING THE POLLING PLACE

Follow instructions provided by the authority conducting the election for setting up each piece of equipment. If you do not have instructions on how to set up the equipment or if you experience any technical issues, notify the election authority as soon as possible. On **election day**, two election officers must work together to perform all chain of custody tasks on each piece of voting equipment. The following steps may be different for each voting system vendor.



1. The election judge must inspect each DRE to ensure that all locks and seals are properly affixed to the devices.
2. The election judge must verify and document the serial numbers of the equipment in use at the polling place.
  - a. Look for evidence of tampering.
3. Use the toggle switch to turn the surge protector on.
4. Once the DRE is on, follow specific instructions provided by the authority conducting the election.
  - a. Check the accuracy of the date and time on applicable equipment.
  - b. Print zero tapes and verify each candidate or measure on the tape is set to zero.
  - c. The presiding judge and alternate judge, and not more than two poll watchers, if present, must sign the zero tape.
  - d. The zero tapes must be placed in a secure location to be returned with the election records.
5. Periodically check for evidence of tampering during the election. Ensure the uniquely identified tamper-resistant or tamper-evident seal is still intact.

## **PREPARE OFFICIAL BALLOTS**

There is no requirement for initials on these voting system ballots. The printed cast vote record should contain the initials on the back of the ballot.

## **SUSPENDING THE POLLS (DAILY DURING EARLY VOTING)**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Suspend the polls on the controller.
2. Power off the controller.
3. Seal each controller and document chain of custody.

## **CLOSING THE POLLS (LAST DAY OF EARLY VOTING)**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Suspend the polls on the controller.
2. Power off the controller.
3. Seal each controller and document chain of custody.

## **ELECTION DAY: CLOSING THE POLLS WHEN BALLOTS ARE TABULATED AT CENTRAL COUNTING STATION**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Retrieve the [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) from the election kit.
2. The election judge then secures the DREs so that no additional votes can be cast on any of the DREs.
3. The election judge closes the poll and prints a minimum of three copies of the results tape.
  - a. Two election officers and, if poll watchers are present, up to two poll watchers must verify and sign the results tapes.
4. On the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate, the election judge must list the DRE Identification Number(s) at the top and public count of voted ballots from the results tape in **Row B**.
5. The election judge powers off the controller and unplugs from the surge protector.
6. If directed by the authority conducting the election, remove the electronic media.
  - a. Two election officials should document any seals broken on the chain of custody form.
7. Place and seal the electronic media in a transfer case.
  - a. Two election officials and up to two poll watchers, if any are present, may sign the chain of custody document.
8. Power off the DREs and unplug from the voting booths and/or disconnect the daisy chain.
9. The election judge must lock and seal the DREs to prepare for delivery back to the authority conducting the election.
  - a. Two election officials should document any seals broken on the chain of custody form.
10. Disassemble and pack all voting booths and privacy screens.

[Secs. 61.002, 65.008, 66.053]

## **ELECTION DAY: CLOSING THE POLLS WHEN BALLOTS ARE TABULATED AT THE POLLING PLACE**

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Retrieve the [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) from the election kit.
2. The election judge then secures the DREs so that no additional votes can be cast on any of the DREs.
3. The election judge closes the poll and prints a minimum of three copies of the results tape.
  - a. Two election officers and, if poll watchers are present, up to two poll watchers must verify and sign the results tapes.
4. On the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate, the election judge must list the DRE Identification Number(s) at the top and public count of voted ballots from the results tape in **Row B**.
5. The election judge powers off the controller and unplugs from the surge protector.
6. The election judge must review the write-in votes, if any.



- a. These write-in votes should be hand tallied.<sup>64</sup>
7. The election judge prepares the precinct returns from the results tape printed, and if any, from the write-in votes hand tallied by the precinct election judges and clerks.
8. If directed by the authority conducting the election, remove the electronic media.
  - a. Two election officials should document any seals broken on the chain of custody form.
9. Place and seal the electronic media in a transfer case.
  - a. Two election officials and up to two poll watchers, if any are present, may sign the chain of custody document.
10. Power off the DREs and unplug from the voting booths and/or disconnect the daisy chain.
11. The election judge must lock and seal the DREs to prepare for delivery back to the authority conducting the election.
  - a. Two election officials should document any seals broken on the chain of custody form.
12. Disassemble and pack all voting booths and privacy screens.

[Secs. 61.002, 65.008, 66.053]

## DRE EQUIPMENT CONTINGENCY PLANS

The authority conducting the election maintains backup and contingency plans for DRE voting machine failures. Procedures and plans vary based on the equipment used. After contacting the election authority:

1. The election judge must immediately stop its use and arrange for prompt repair or replacement, if practicable.
2. If repair or replacement is not feasible, and the election cannot proceed smoothly with only remaining equipment, voting at the polling place may be conducted by one of the following methods in addition to, or instead of, remaining operational equipment:
  - a. Using another voting system adopted for use in the election;
  - b. Using regular paper ballots (see [Chapter 7](#) for information on emergency ballots); or
  - c. Having voters manually mark the electronic system ballots, which are then processed as paper ballots.

[Sec. 125.006]

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<sup>64</sup> See [Chapter 11](#) of this handbook for instructions on completing a hand tally.





**Texas Secretary of State  
Elections Division**

800-252-VOTE • 512-463-5650  
[sos.texas.gov](http://sos.texas.gov) • [votetexas.gov](http://votetexas.gov)